

## **2- SUBDIVISION MAPS**

Subdivision Maps are used to create a division or consolidation of land under the provisions of the Subdivision Map Act and the Subdivision Ordinance. The procedure may require filing of a tentative map and final map. Subdivisions are classified as either major or minor. Major subdivisions generally create a division of land resulting in more than four lots or condominium units and these maps are generally referred to as final maps. Criteria for processing major subdivision maps may be found in this manual under Section 2-100 Major Subdivisions. Minor subdivisions consist of a division of land usually resulting in four or fewer lots or condominium units are generally referred to as parcel maps. Criteria for processing minor subdivision maps may be found in this manual under Section 2-200 Minor Subdivisions. A more detailed description of the types of subdivision maps may be found in the State of California Subdivision Map Act Section 66410 - 66499.58. Parcel maps may also be filed as the enabling document for lot consolidation or boundary adjustment processes (See Section 2-400 Adjustment Plats)

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**MAJOR SUBDIVISIONS**  
**SECTION 2-100**

## **2-100 MAJOR SUBDIVISIONS - General**

Major subdivision maps are used to create a division of land resulting in more than four lots or condominium units as set forth in the Subdivision Map Act and the Subdivision Ordinance. The process requires filing of a tentative map and a final map. A preliminary map, depicting the development concept may be submitted prior to a formal application (See Section 2-101.3). Map processing is administered by both the Planning Department and the Engineering Division of the Public Works Department. Tentative maps are approved, conditionally approved, or denied by the City Council following recommendation by the City Planning Commission except that one lot condominium tentative subdivision maps may be approved by the Planning Commission. The Planning Department administers processing for tentative maps. The Engineering Division administers processing of the final map and submits the final map to City Council for approval.

Tentative Maps shall be prepared by a California Registered Civil Engineer. Final Maps and Parcel Maps shall be prepared either by a California Registered Civil Engineer (with a registration number of 33965 or lower) or a Licensed Land Surveyor authorized to prepare maps in accordance with provisions of the Subdivision Map Act or the Land Surveyors Act.

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**MAJOR SUBDIVISIONS**  
**SECTION 2-101**  
**TENTATIVE MAPS**

## **2-101 TENTATIVE MAPS**

### **2-101.1 PURPOSE**

Tentative subdivision maps depict the overall development proposed. Although not precise in detail, such as pavement structural section, tentative maps are specific in those items that can be predetermined such as street dimensions, right of way and utility location. Upon City approval, tentative subdivision maps essentially constitute an agreement between the developer and the City relative to the approximate subdivision design including existing and proposed grading, zoning, and public improvements. Tentative maps guide all subsequent work. Therefore, tentative maps should be as complete and specific as reasonably possible.

All tentative maps shall be prepared by a California Registered Civil Engineer.

### **2-101.2 FORM AND CONTENT**

#### **(1) General**

- a) Tentative maps shall be legibly drawn on mylar, (min. 3 mils (0.08mm) thick) or other reproducible material as approved by the Director of Planning.
- b) Minimum size shall be 18" X 26" (46cm x 66cm).
- c) Minimum scale shall be 1" = 100' (1cm = 10m).

#### **(2) Margin Information**

- a) Title - Name of Subdivision
- b) Chula Vista Tract Number (CVT) - All subdivisions in Chula Vista will be assigned a tract number by the Planning Department. A typical designation such as "CHULA VISTA TRACT NO. 95-05, UNIT NO. 2" indicates that subject development was the 2nd unit of the 5th tentative subdivision map filed in 1995.
- c) A concise legal description to define the location of the proposed subdivision.
- d) Tax Assessor's parcel number(s).
- e) The name, address, telephone number and signature of the record owner or owners.
- f) The name, address and telephone number of the subdivider, if other than owner(s).
- g) The name, address and telephone number of the person, firm or organization preparing the tentative map and the license or registration number of the registered civil engineer responsible for the map.
- h) Source of domestic potable water supply for each lot.
- i) Method of sewage disposal.

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- j) Existing zoning.
  - k) Proposed zoning.
  - l) Proposed land use of each parcel.
  - m) Gross area (acres and square feet (square meters)) .
  - n) Source of topographic information
  - o) Statement relative to quantity of proposed grading
  - p) The date the map was prepared and the number and date of any revision(s).
  - q) A vicinity map with north arrow and scale.
- (3) Map Data
- a) North arrow.
  - b) Map Scale in words or figures and graphically, in the event the map is enlarged or reduced.
  - c) Approximate curve information for all curves shall be shown (boundaries; streets; Easements; Tentative Maps; Major Subdivisions; Easements; easements; etc.)
  - d) Lines of inundation (if any) for the design storm of any streams or watercourses passing through or adjacent to the tentative map boundaries.
- (4) Boundary Data
- a) Fully dimension all boundaries (approximate values).
  - b) Indicate proposed boundaries using solid lines, use dashed lines for existing boundaries.
  - c) Tie property boundaries to street centerline when adjacent or in close proximity to public streets.
  - d) Clearly identify all City or County boundaries
- (5) Existing Conditions - The following information shall be shown within the tentative map boundaries and within a minimum of 100 feet (30m) thereof:
- a) Locations, names, grades, existing widths of all highways, streets, and roads, and if private designated as such.
  - b) Location, widths, and type of any sidewalks, curbs and gutter and driveways.
  - c) Widths and approximate locations of all existing Easements, Tentative Maps, easements, including rights of way, whether public or private, recorded or unrecorded.



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- d) Location and identification of any existing utilities and drainage facilities.
  - e) Identification of all buildings or structures as to land use (single-family dwelling, duplex, commercial building, barn, shed, etc);
  - f) Location of all existing buildings or structures with respect to proposed lot lines.
  - g) The approximate location of all isolated trees with an average trunk diameter of 4 inches (10cm) or greater within the boundaries of the tract, and the outlines of groves or orchards.
  - h) Topography and contours at no more than 5 foot (2m) intervals within the total ownership boundaries. Contours shall extend beyond such boundaries a minimum of 100 feet (30m). In addition any predominant ground slopes in the vicinity shall be shown or noted. Contours shall be based on City Bench Marks.
  - i) Widths and directions of flow for all watercourses.
  - j) Adjacent lands if owned, leased, or under option to purchase by the owner of the land proposed to be subdivided, or the subdivider. The exclusion of any land from the proposed subdivision shall not create strips or parcels incapable of development, as determined by the Planning Director.
  - k) Seismic fault lines.
- (6) Proposed Development - All proposed improvements shall be clearly identified by means of notes, symbols and/or typical sections including:
- a) Locations, grades, and widths of any proposed highways, streets, or roads, and if to be private designated as such;
  - b) Proposed street or Easements, Tentative Maps, easement dedications;
  - c) Approved names for all streets within the boundaries of the tentative map;
  - d) Proposed sidewalks, pavement, curbs and gutter, retaining walls, street lights, and driveways;
  - e) Location, size, and direction of flow for all sewer facilities and whether public or private.
  - f) Proposed drainage facilities, direction of surface drainage; and structural best management practices;
  - g) Any existing structures to be removed or relocated and any proposed buildings;
  - h) Proposed grading using symbols and criteria per the Grading Ordinance and Standard Drawings of the City of Chula Vista.
  - i) Any trees to be removed.
  - j) Location, purpose and size of proposed Easements, Tentative Maps, easements and whether public or private.

- k) Other methods of proposed development including lot design, providing utilities, and any matters which might pertain solely to the particular subdivision.

(7) Lot information

- a) Approximate dimensions shall be shown for each proposed lot.
- b) All lots are to be consecutively numbered beginning with Lot 1. Proposed open space lots shall be consecutively lettered beginning with Lot "A".
- c) Net area of each lot in acres and square feet (square meters) shall be shown. In addition to showing areas on each lot, provide a separate tabulation of areas by lot (See Sample Tentative Map - Section 2-101.5)
- d) Provide Prototypical Details on the Tentative Map of lot frontages showing the location of a driveway, utilities and at least one tree for each lot type. Note - this will be a key item in evaluating plans for conformance with the Tentative Map.
- e) When retaining walls are necessary (proposed) on corner lots, additional consideration shall be given to the design of those walls, such as articulation of the wall and/or additional plantings. A typical wall/planting detail for any corner lots with retaining walls shall be shown on the Tentative Map.

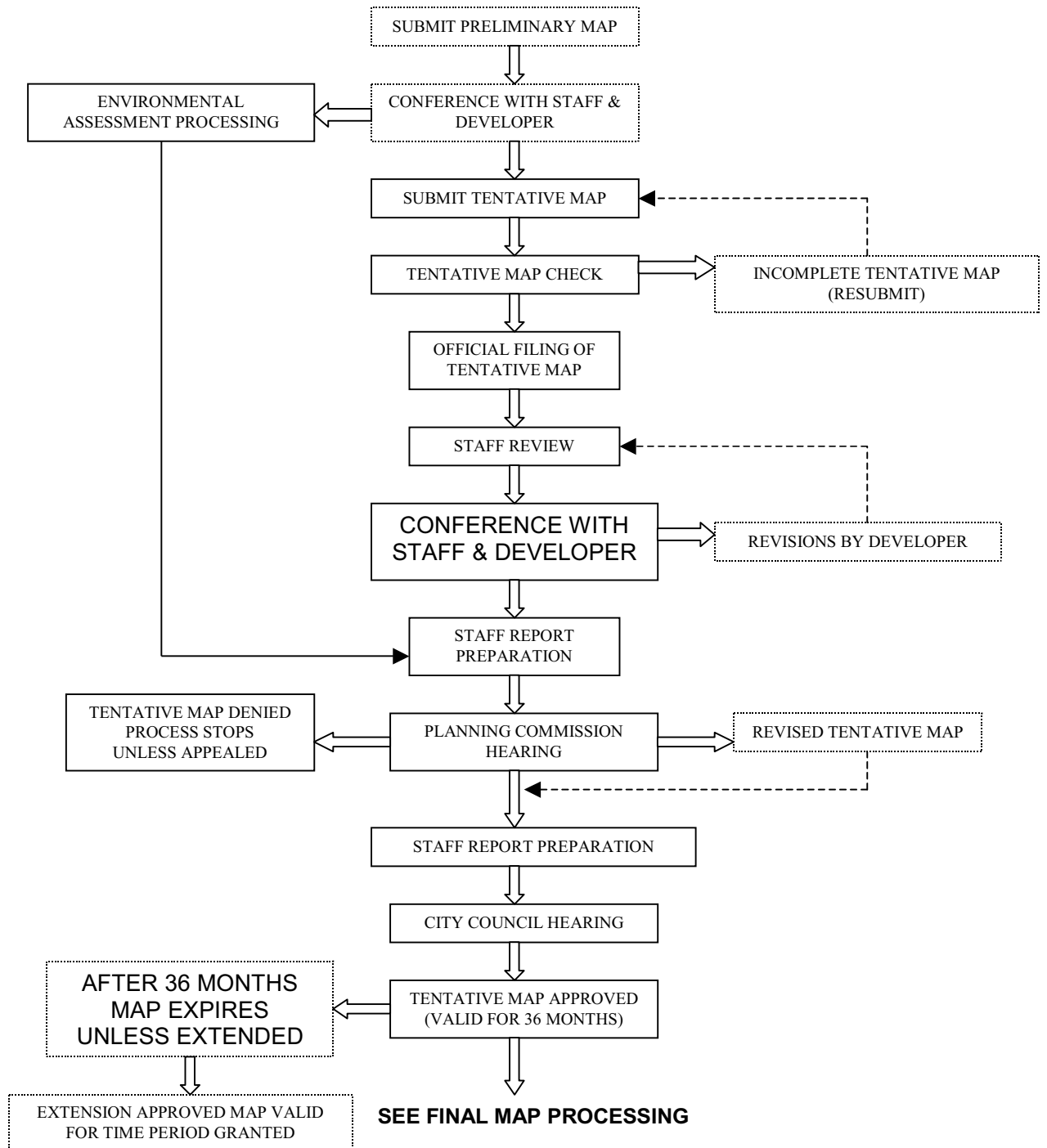
**2-101.3 PROCESSING**

- (1) **Preliminary Subdivision Map.** The Subdivider is strongly encouraged to submit a preliminary map depicting his concept for development of the property. This map is an informal sketch (without fees) submitted to the Planning Department for their advice regarding City requirements; constraints on development; recommendations for development; and the most expedient method of processing the subsequent tentative map.
  - a) Preliminary Map Submittals - Submit six (6) copies of the preliminary subdivision map to the Planning Department. The map should contain the following:
    - 1) Location Map.
    - 2) North arrow and scale (1"=100' (1cm=10m) preferred).
    - 3) Acreage of the subdivision.
    - 4) Date.
    - 5) Number of lots and approximate size of each.
    - 6) Existing and proposed streets (indicate street widths, grades and cul-de-sac radii).
    - 7) Existing topography.
    - 8) Proposed grading and pad elevations.
    - 9) Any other information which may affect the project (i.e., environmental, adjacent development, trees, etc.).
  - b) Preliminary Subdivision Map Review and Conference - The city staff will review the preliminary subdivision map within two to three weeks, after which an informal conference will be scheduled with the subdivider.

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- c) Environmental Review Process - Subdivisions are subject to the provisions of the California Environmental Quality Act (CEQA) and cannot be considered by the Planning Commission unless a Negative Declaration has been certified or and Environmental Impact Report has been reviewed by the Planning Commission. An Initial Study submitted with the preliminary subdivision map could result in a Negative Declaration or a simplified or focused Environmental Impact Report which may accelerate the environmental review process on the tentative subdivision map.
- (2) **Tentative Map Filing.** The tentative map is filed with the Planning Department and reviewed by both the Planning Commission and the City Council. The Commission acts in the capacity of an advisory body to the Council.
- (3) **Submittal Requirements** - The items listed below should be submitted to the Director of Planning for tentative map processing. A tentative map application will not be considered officially filed until all items are submitted.
- a) One reproducible copy (sepia, mylar or approved media) and 23 blueline copies of Tentative Map. See Section 2-201.2
  - b) Preliminary Title Report - 2 copies
  - c) Preliminary Soils Report - 1 copy
  - d) Geological Report - 1 copy (Not required for condominium conversions)
  - e) Scenic Highways Proposal - 1 copy (Not required for condominium conversions)
  - f) Development Standards - 1 copy (P-C zone) (Not required for condominium conversions)
  - g) Affirmative Fair Marketing Plan - 1 copy for developments of 50 or more lots/units(Not required for condominium conversions)
  - h) Condominium conversions :
    - 1) Landscape concept plan - 1 blueline copy; 1 colored copy; and 28 copies reduced to 8-1/2" X 11" (22cm X 28cm)
    - 2) Building elevations - 1 blueline copy; 1 colored copy; 28 copies reduced to 8-1/2" X 11" (22cm X 28cm); and one 35 mm colored slide (if colored)
    - 3) Site plan - 1 blueline copy; 1 colored copy; 28 copies reduced to 8-1/2" X 11" (22cm X 28cm); and one 35 mm colored slide (if colored)
    - 4) Floor plans - 28 copies reduced to 8-1/2" X 11" (22cm X 28cm); and one 35 mm colored slide (if colored)
    - 5) Statement on utilities and meters - 1 copy
    - 6) CC&R's - 1 copy
    - 7) Stamped, self-addressed envelope for each tenant- 3 sets

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- 8) Evidence of notification of intent to convert given to tenants 60 days prior to filing of tentative map
  - (4) **Approval** - Pursuant to Subdivision Map Act Sections 66452.1 and 66452.2.
  - (5) **Appeal** - Tentative map determinations may be appealed pursuant to City ordinance.
  - (6) **Amended Map** - If field conditions prevent completion of a subdivision in substantial conformance with an approved tentative map, either an amended tentative map or a new tentative map shall be filed, as determined by the City Engineer.

2-101.4 TENTATIVE SUBDIVISION MAP FLOW CHART



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Tentative Map – Chula Vista Tract No. 96-06 Vista Del Mar

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**SUBDIVISION MANUAL  
SECTION 2: SUBDIVISION MAPS**

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Revised 7/1/2002**

**2.102.6 TENTATIVE MAP CHECKLIST  
CITY OF CHULA VISTA**

SUBDIVISION \_\_\_\_\_  
\_\_\_\_\_

**FOR OFFICE USE  
ONLY**

DP - \_\_\_\_\_  
PCS- \_\_\_\_\_  
INITIALS: \_\_\_\_\_  
DATE: \_\_\_\_\_

TRACT NO. \_\_\_\_\_

Property Owner(s):

&  
Address

Engineer/Surveyor: \_\_\_\_\_  
\_\_\_\_\_

PHONE:

ITEM	CHECK	REMARKS
<b>2-101.3(2) SUBMITTAL PACKAGE - Maps, Reports, Statements &amp; Exhibits</b>		
Initial Deposit	<div>Amount</div> <div>\$ _____</div>	
B. Development Processing Agreement executed		
C. Tentative Map Submittal		
D. Preliminary Title Report – 2 copies		
E. Preliminary Soils Report – 1 copy		
F. Geological Report – 1 copy (if required)		
G. Scenic Highways Proposal – 1 copy (if required)		
H. Development Standards – 1 copy (P-C zone) (if required)		
I. Affirmative Fair Marketing Plan – 1 copy for developments of 50 or more lots/units (if required)		
J. Notification List and associated items		
K. Condominium conversions:		
1. Landscape concept plan and required copies		
2. Building elevations and required copies		

**SUBDIVISION MANUAL**  
**SECTION 2: SUBDIVISION MAPS**

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ITEM	CHECK	REMARKS
3. Site plan and required copies		
4. Floor plans and required copies		
5. Statement on utilities and meters – 1 copy		
6. CC&R's – 1 copy		
7. Stamped, self-addressed envelope of each tenant sets – 3		
8. Evidence of notification of intent to convert given to tenants 60 days prior to filing of tentative map.		
<b>2-101.2(1) FORM AND CONTENT - General</b>		
A. Legibly drawn on mylar, sepia or other approved media		
B. Min. 18" x 26" (46cm x 66cm), Max. 36" x 60" (91cm x 152cm) With 1" (2.5cm) margin		
C. Scale: 1" = 100' (1cm = 10m) minimum in both words and graphically and north arrow		
<b>2-101.2(2) MARGINAL INFORMATION:</b>		
A. Title – Subdivision Name		
B. Chula Vista Tract No.		
C. Legal description: Sufficient to define map boundaries		
D. Tax Assessor's Parcel Number(s)		
E. Owner's name, address, telephone number and signature		
F. Applicant's name, address, telephone number (if other than owner)		
G. Civil engineer's name, address, telephone number, and registration or license number		
H. Source of water supply		
I. Method of sewage disposal		
J. Zoning – existing and proposed		
K. Present and Proposed usage of each parcel		
L. Gross area (acres and square feet (square meters))		
M. Reference to topographic source		
N. Grading – statement if no grading proposed		
O. Date of preparation and number and dates of any revision		

**SUBDIVISION MANUAL**  
**SECTION 2: SUBDIVISION MAPS**

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ITEM	CHECK	REMARKS
P. Vicinity map with north arrow and scale.		
Q. Total number of lots and total number of each type of lot		
R. Minimum, Maximum, and Average lot size		
S. Drainage and Flood Control measures		
<b>2-101.2(3) MAP DATA:</b>		
A. North arrow		
B. Scale (min. 1" = 100' (1cm = 10m) shown both in words or figures and graphically		
C. Approximate curve information for all curves		
D. Inundation lines for design flood		
<b>2-101.2(4) BOUNDARY DATA:</b>		
A. Fully dimensioned (approximate)		
B. Proposed as solid lines, existing as dashed lines		
C. Tied to street centerline		
D. City/County boundaries identified		
<b>2-101.2(5) EXISTING</b>		
A. Highways, streets, roads - names, grades, widths, if private designated as such		
B. Sidewalks, pavement, curbs and gutters, street lights, driveways		
C. Easements – location, purpose, size, public or private and recording information		
D. Utilities:		
1. Sewer - location, size, type, depth manholes		
2. Water - location, size, type		
3. Gas - location, size		
4. Electrical, telephone, cable TV lines - location, size, type, poles, overhead or underground		
E. Buildings/structures identified as to land use		
F. Buildings/structures – located with respect to lot lines		
G. Trees – groves, orchards and trees of trunk diameter 4" (10cm) or more shown		
H. Contours – maximum 5' (2m) interval		

**SUBDIVISION MANUAL**  
**SECTION 2: SUBDIVISION MAPS**

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ITEM	CHECK	REMARKS
I. Water courses – widths, directions of flow		
J. Adjacent lands if owned, leased, or under option to purchase by owner		
<b>2-101.2(6) PROPOSED DEVELOPMENT:</b>		
A. Highways, streets, roads – locations, grades, widths, and if to be private, designated as such		
B. Proposed street and easement dedications		
C. Approved street names (or temporary names) shown		
D. Sidewalks, curbs and gutters, driveways, pedestrian ramps		
E. Sewers – location, size, type, manholes		
F. Drainage facilities		
G. Existing buildings to be removed or relocated and proposed buildings shown		
H. Grading – degree of slope, benches, retaining walls, pad elevations		
I. Removal of existing trees		
J. Easements – location, purpose, size, public or private		
<b>2-101.2(7) LOT INFORMATION</b>		
A. Approximate dimensions		
B. Numbered in consecutive order		
C. Net area of each parcel (acres or square feet (m <sup>2</sup> ))		

**MAJOR SUBDIVISIONS**  
**SECTION 2-102**  
**FINAL MAPS**

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## **2-102 FINAL SUBDIVISION MAPS**

### **2-102.1 PURPOSE**

Final subdivision maps are the legal means by which property is subdivided. Final maps show all information relating to title interest in the property including lot boundaries, easements, reservations, and dedications. The Engineering Division of the Public Works Department is responsible for processing final subdivision maps and presenting the maps to City Council for approval. Time limitations for submissions and processing are contained in the Subdivision Map Act.

### **2-102.2 FORM AND CONTENT**

#### **(1) General**

- a) Final maps shall be clearly and legibly drawn on 18" X 26" (46cm X 66cm) mylar (min. 3 mils (0.08mm) thick) using black drawing ink only.
- b) Hand lettering shall be a minimum of 1/8" (3mm) in height. Typed or computer generated lettering shall be a minimum of 1/10" (2.5mm) in height.
- c) Final maps shall contain a 1" (2.5cm) margin separated by a medium heavy marginal line completely around each sheet.
- d) Subdivision title, unit number and tract number shall be shown on each sheet, centered and below the upper margin. Maps filed for "Reversion to Acreage" or for "Resubdivision" shall include such terminology in the subdivision title.
- e) Lowest and highest lot numbers shall be circled on key map and on subsequent sheets.

#### **(2) MARGIN INFORMATION - The following information shall be included on each sheet of the final map:**

##### **a) Upper right:**

1) MAP NO    4" (10cm) LINE

2) SHEET \_\_\_\_\_ OF \_\_\_\_\_

##### **b) Lower right:**

1) City of Chula Vista Work Order No.;

2) Tentative Map No.;

3) California Coordinates (i.e. LC 154-1755)

##### **c) Lower left - Name, address and phone number of engineer or firm that prepared the final map.**

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- (3) Title/Cover Sheet Information - The following information shall be included on the final map title or cover sheet:
- a) Generalized legal description centered under the subdivision title
  - b) Total number of lots, units, numbered lots, and lettered lots within the subdivision centered under the legal description
  - c) Gross area of map in acres
  - d) Name of the title company and subdivision guarantee order number
  - e) Vicinity map with north arrow and scale indicated
  - f) Certificates and jurat as shown in Section 2-600 or as required by the Map Act including but not limited to:
    - (1) Owners' Certificate
    - (2) Holders of Beneficial Interest or Trustees Under Trust Deed per Sec. 66436(a)(2)
    - (3) Surveyor's Certificate
    - (4) City Engineer's Certificate
    - (5) City Clerk's Certificate
    - (6) County Tax Assessor's Certificate
    - (7) Recorder's Certificate
    - (8) County Board of Supervisor's Certificate
- Additional sheets as necessary may be added to accommodate the required certificates.
- g) A separate index sheet may also be necessary and shall show the following:
- 1) Identify sheet numbers.
  - 2) All lots shown and numbered or lettered.
  - 3) All streets shown and identified.
  - 4) Show subdivision, City-County boundaries, etc.
  - 5) Surveyor's Company Information (name, address, and phone number.
- (4) Procedure of Survey - Final Maps shall include a procedure of survey as set forth in Section 2-301 of this manual.
- (5) Map Sheets - General. The following shall be shown on each map sheet:
- a) North arrow and scale in words or figures and graphically (minimum 1"=100' (1cm = 10m)).
  - b) Boundaries:
    - (1) Indicate the exterior boundary of the subdivision using a solid boundary line approximately 1/6" wide.

- (2) Clearly indicate the location, dimensions, and bearings of the proposed lots.
  - (3) Identify City/County boundary as applicable.
  - (4) Show adjacent lot, block, subdivision, or section lines using dashed or shadowed lines.
  - (5) All lines shown on the map within the boundary that do not constitute a part of the subdivision, and any area enclosed by such lines, shall be labeled "not a part of this subdivision" and shall be dashed.
- c) Show existing and proposed street names, widths and sidelines (solid lines).
  - d) Consecutively number or letter each proposed lot. Lots offered for dedication as open space lots shall be lettered consecutively beginning with Lot "A".
  - e) Indicate monuments found, and to be set, using distinct symbols per Section 2-302.4 of this manual. Monumentation and basis of bearing shall conform to subdivision requirements as prescribed in the manual under Section 2-301.
  - f) Show all survey and mathematical information and data necessary to locate all monuments and to locate and retrace any and all interior and exterior boundary lines, lot lines and street centerlines appearing thereon, including bearings, basis of bearings, and distances of straight lines, and radii and arc lengths for all curves, and such information as may be necessary to determine the location of the centers of curves. No ditto marks shall be used for any dimensions. All line and arc segment lengths shown shall add to total lengths shown.
  - g) All reference data adjacent (or in the near vicinity) such as section corners, blocks, lot lines, recorded maps, etc.
  - h) Record bearings, distances and references in parentheses for latest record map.
  - i) Arrange map sheets so that no lot is split between two or more sheets.
- (6) Dedicated Streets
- a) Indicate right of way lines of each street being dedicated and widths of any existing street dedications.
  - b) Indicate widths and locations of adjacent streets and other public properties within 50' (15m) of the subdivision
  - c) Indicates access rights to be relinquished or previous relinquishments by short hash marks along the relinquishment section. Relinquishment shall be shown in the legend thus: "/////" indicates abutter's rights of access relinquished hereon."
  - d) All private streets shall be shown on the subdivision map and shall be clearly identified as a "Private Street."



(7) Easements:

- a) Sidelines of all existing easements to remain in effect and all proposed easements shall be shown by fine dotted lines.
- b) Widths of all easements and sufficient ties thereto to definitely locate the same with respect to the subdivision must be shown.
- c) All easements shall be clearly labeled and identified.
- d) Existing Easements to Remain in Effect:
  - 1) All existing easements to remain in effect shall be shown on the map. If an existing easement to remain in effect cannot be definitely located, a statement of the existence, the nature thereof and its recorded reference must appear on the title sheet.
  - 2) Distances and bearings on the side lines of lots that are intersected by an easement must be dimensioned to indicate clearly along the lot line from at least one end of that line.
  - 3) Sidelines of existing easements need not be dimensioned.
  - 4) Clearly label and identify all existing easements to remain in effect including the recording information.
- e) Dedicated Easements:
  - 1) Easements dedicated on the map shall be indicated in the owners' certificate.
  - 2) Fully dimension, including the side lines, all proposed easements with the exception of street tree easements and 10' (3m) general utility easements in open space lots.
  - 3) Street tree easements shall be provided in conformance with City Standards. In any instance where sidewalk is waived or a less than standard right of way width is approved, the easement for street trees shall have a minimum width of 10' (3m).
- f) Public Easements to be Abandoned - Pursuant to Section 66499.20-1/2 of the State Subdivision Map Act, existing public easements may be abandoned on the final map. Said easements shall not be plotted and a certificate shall be placed on the title sheet of the final map.

(8) Master Subdivision or "A" Map:

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- a) A master subdivision is intended to create superblocks, based on an approved tentative map, for subsequent subdivision into smaller lots by the eventual buyer of a superblock.
  - b) All lots shall front on a dedicated and improved (or bonded) public street.
  - c) Utility easements shall be adequate to allow service to any individual superblock without obtaining additional rights from owners of other superblocks.
  - d) Grading, as a minimum, shall include all streets to be dedicated, all common easements, and along common lot lines in conformance with grades shown on the approved tentative map.
  - e) The Master Subdivision Map shall only map that portion of the tentative map that can satisfy the above conditions. Any "remainder" of the phased mapping of an approved tentative map area must have access to a dedicated and improved (or bonded) public street.

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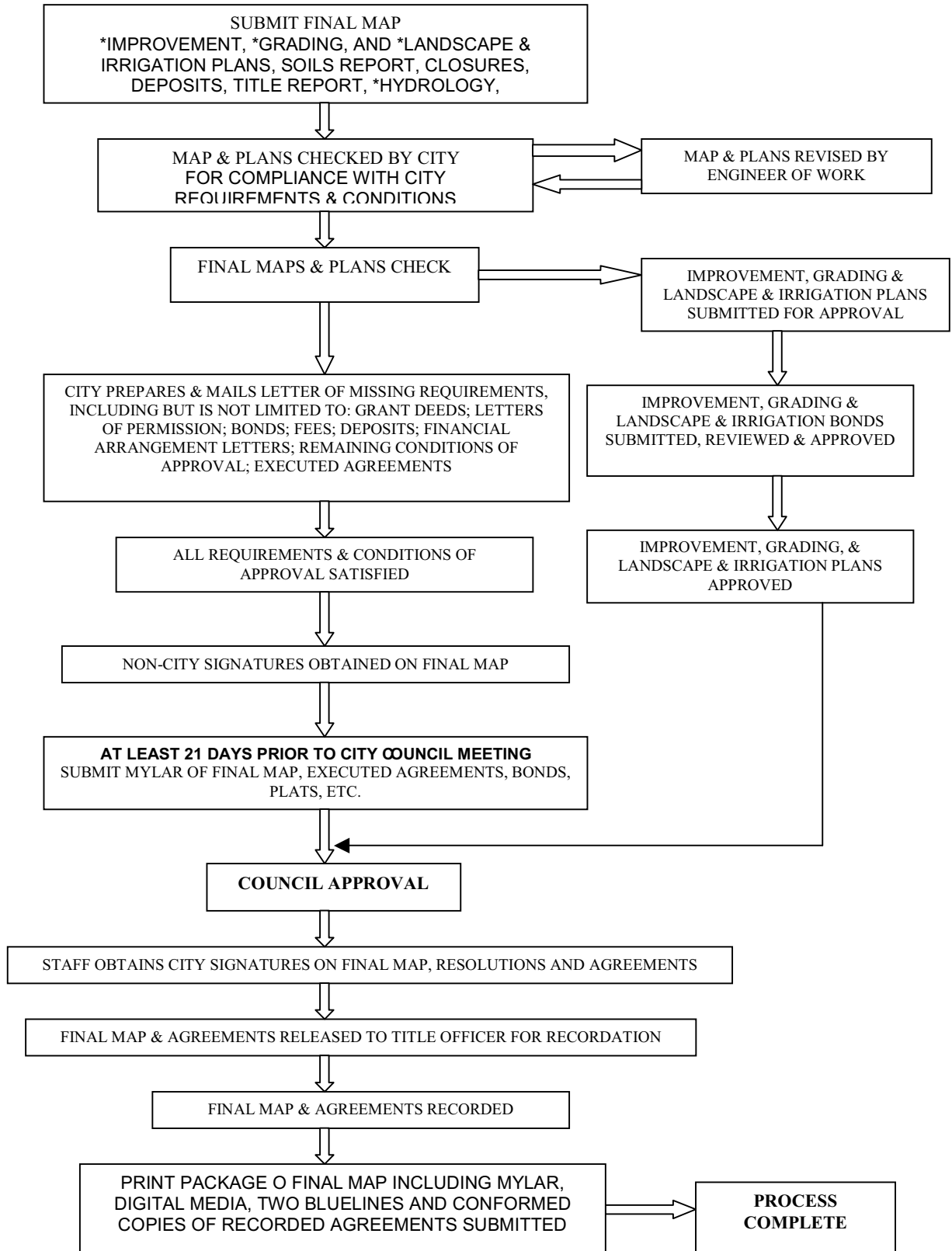
**2-102.3      PROCESSING**

(1) Submittal Requirements

- a) Acceptance of Maps for Plan Check - In order to reduce the number of revisions and reduce the number of plan checks; to allow staff to efficiently review plans; to provide a timely review of the initial and subsequent submittals and to treat all development submittals in a fair and equitable manner; submittals and resubmittals will only be made by appointment with the city's project engineer. The submittal will be checked for compliance with the check sheet. Subsequent submittals will also be checked for responsiveness to questions or corrections noted on the plans. If the submittals are not complete, they will be returned without checking.
- b) First Submittal - The first submittal package includes but is not limited to the following:
  - 1) Initial plan check deposit.
  - 2) Executed Development Agreement.
  - 3) Blueline copies of Final Map per Section 5-201 of this manual.
  - 4) Proof of ownership (Title Report dated within 60 days of map submittal).
  - 5) Copies of all deeds, deed restrictions, and easements, including copies of all maps and other documents referenced on the map.
  - 6) Traverse and closure computations including exterior boundary traverse, lots, and ties to CCS83 monuments. Traverses shall close within 1:10,000. Traverses shall be based on map calls and not inverses.
  - 7) Improvement Plans (if required).
  - 8) Grading Plans (if required).
  - 9) Landscape Improvement Plans (if required).
  - 10) Design data and/or calculations for special structures.
  - 11) Engineer's estimates for construction of public improvements, grading, landscape and irrigation, and survey monumentation (may be submitted with subsequent plan check).
  - 12) Other items as specified by City Council in approval of tentative map.
- c) Subsequent Plan Check - Subsequent plan check submittals shall include but not be limited to:
  - 1) 2 revised blueline copies.
  - 2) Original City plan check comments.

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- 3) Other information and documentation as requested.
- (2) **Additional** Items Required a Minimum of 21 Days Prior to Council Consideration:
- a) Pay all fees that are due prior to final map approval and all assessments.
  - b) Inspection and plan check deposits as required by the City Engineer.
  - c) Subdivision Improvement Agreement(s). Three executed originals required (City signatures not required).
  - d) Supplemental Subdivision Improvement Agreement(s). Three executed originals required (City signatures not required).
  - e) Bonds or request for delayed bonding procedure.
  - f) Easements for off-site improvements.
  - g) Executed Grant Deeds for dedicated open space lots.
  - h) Any other required deeds and/or easements.
  - i) Plats of the subdivision:
    - 1) One 200 scale reproducible plat;
    - 2) One 400 scale reproducible plat;
    - 3) One 8-1/2" X 11" (22cm X 28cm) transparency plat;
  - j) Updated title report and subdivision guarantee dated within sixty (60) days of proposed Council meeting.
  - k) Compliance with all outstanding conditions of approval.
  - l) Signed mylars of the final map. At least eight (8) days in advance of the date scheduled for Council consideration, the title sheet shall be fully executed except for certificates by the City Clerk, and Attorney, Clerk of Board of Supervisors and County Recorder.
- (3) Final subdivision maps are not considered filed until all documents and plans supporting the subdivision have been submitted and the required fees have been paid.
- (4) **Approval** - All conditions of approval and other documentation must be received no later than 21 days prior to City Council Approval. Final subdivision maps will not be docketed for City Council agenda until all items required have been received. Following Council approval, City staff will obtain the required City signatures on all maps and agreements.
- (5) **Recordation Procedures** - Signed maps, deeds and agreements will be released only to the title officer of record to be recorded with the County of San Diego. Title officer shall provide the City with conformed copies of the deeds and agreements, a full size photo mylar of recorded map (min. 3mils (0.08mm) thick) and the required number of blueline copies (see Section 5-201).

2-102.4 **FINAL SUBDIVISION MAP FLOW CHART**



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**SAMPLE FINAL MAP**

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**SUBDIVISION MANUAL**  
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**2-102.6 SUBDIVISION FINAL MAP CHECKLIST**  
**CITY OF CHULA VISTA**

**FOR OFFICES USE ONLY**

**DE-** \_\_\_\_\_

**FILE** \_\_\_\_\_

**INITIALS:** \_\_\_\_\_

NAME

CVT NO.

Property Owner(s):

&

Address

Engineer/Surveyor:

Phone:

(References are to City of Chula Vista Subdivision Manual)

ITEM		CHECK	REMARKS
<b>2-102.3(1) FIRST SUBMITTAL REQUIREMENTS</b>			
A.	Initial Plan Check Deposit	<div>Amount \$ _____</div>	
B.	Development Processing Agreement executed		
C.	Blueline copies submitted		
D.	Proof of ownership grant deeds, and title report		
E.	Current grant deeds and/or pre-1972 deeds, deed restrictions and easements		
F.	Copies of traverses and closures submitted		
G.	Hydraulic Calculations		
H.	Soils Report		
I.	Improvement plans submitted (see Section 4-100)		
J.	Grading plans submitted (see Section 4-200)		

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ITEM	CHECK	REMARKS
K. Landscape & Irrigation plans (see Section 4-300)		
L. Design data and/or calculations for special structures		
M. Other items as required by tentative map approval		
N. Engineer's cost estimates for improvements, grading, landscape & irrigation, and survey monumentation		
<b>2-102.2 FORM &amp; CONTENT - General</b>		
A. Drawn on 18" x 26" (46cm x 66cm) polyester base film with black drawing ink		
B. Lettering – Computer or typed lettering min. 0.10 in. high; Hand lettering min. 1/8 in. high		
C. One-inch (2.5 cm) margin		
D. Subdivision title, unit number, and tract number shown on each sheet		
<b>2-102.2(2) Margin Information</b>		
A. Upper Right		
a) Final Map No. _____ (4" (10 cm) line) _____ in upper right hand margin		
b) Sheet _____ of _____ sheet(s)		
B. Lower Right		
a) City of Chula Vista W.O. No.		
b) Tentative Map No.		
c) California Coordinates (LC)		
C. Lower Left – Name, address & phone number of engineer		
<b>2-102.2(3) Title/Cover Sheet</b>		
A. A generalized legal description centered under the subdivision title		
B. Total number of lots, units, numbered lots, and lettered lots shown under the legal description		
C. Gross area of map in acres (square meters)		
D. Name of the title company and subdivision guarantee order number		
E. Vicinity map with north arrow and scale indicated		

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ITEM	CHECK	REMARKS
F. Certificates and jurat as required in Section 2-600		
G. Index sheet, if necessary, shall include the following:		
a) Identify sheet numbers		
b) All lots shown and numbered or lettered		
c) All streets shown and identified		
d) Show subdivision, City-County boundaries, etc.		
<b>2-301.3 Procedure of Survey – Form &amp; Content</b>		
A. Basis of Bearing		
a) Basis of Bearing not of record conform to following:		
(1) Established from at least 2 California Coordinate System, Zone 6, NAD 83 points of second order or better.		
(2) Note stating that the basis of bearing is the California Coordinate System, Zone 6, NAD 83 with a list of coordinate station names and coordinates		
(3) Established from a triangulation or trilateration net on the map with ties to existing control points and at least 2 points on subdivision boundary.		
b) Basis of bearing that is a reference line must conform to following:		
(1) Shown on a recorded subdivision map or record of survey		
(2) Bearing of reference line is in terms of the California Coordinate System		
(3) A least two found or established points of record are on reference line		
(4) A basis of bearing statement including a description of the line, the name of the reference map and the reference bearing and indicating that the bearings, distances and coordinate are in terms of the California Coordinate System, Zone 6, NAD 83		
c) Following must be shown for basis of bearing:		
(1) Record bearing shown on line		
(2) Line established by two record monuments		

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ITEM	CHECK	REMARKS
d) The basis of bearing must NOT:		
(1) Be assumed or calculated		
(2) Line may not be only shown on a City tie point sheet, improvement drawing, State highway map, road survey, or any other map that is not recorded		
B. Legend (see standard symbols CVD SS-01 thru SS-05)		
a) Definition of all abbreviations used		
b) Explanation of any special conditions		
c) Explanation concerning monuments for interior lot corners		
d) Symbol for City/County boundary as needed		
e) Symbol for subdivision boundary		
f) Symbol for lot boundary		
g) Symbol for first and last lot number		
h) Symbol for each type of monument to be set		
i) Symbol for found monuments as needed		
j) Other symbols as needed for relinquishing access rights, easement call, etc.		
C. Title centered at top of sheet including subdivision name and tract or tentative parcel map number and "Procedure of Survey" directly below.		
D. Civil Engineer or Land Surveyor's certificate with signature and seal if it doesn't fit on title sheet.		
E. Vicinity map with north arrow and scale indicated		
F. North arrow and Scale: min. 1" = 200' (1cm = 20m)		
G. Other notes as needed to clarify survey, monumentation, or easements		
H. Miscellaneous		
a) Gross area: (square feet and acres (square meters))		
b) Table showing area, number of units and proposed use for each lot (condos only)		
c) Other certificates that could not fit on title sheet		
d) All lots shown and numbered		

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ITEM	CHECK	REMARKS
e) All streets shown and identified		
f) Show record bearings, distances, and references in parenthesis for latest record map in disagreement with survey		
g) Show record bearings, distances and references in parenthesis for any deed data in disagreement with survey		
h) Record maps, sections, ¼ sections identified		
i) Signature omission statement and signature omission letters per Section 66436 of the Subdivision Map Act		
<b>2-102.2(5) Map Sheets</b>		
A. A north arrow and scale in words or figures and graphically (minimum 1" = 100' (1cm = 10m))		
B. Boundaries:		
a) Exterior boundary is a solid dashed boundary line approximately 1/16" (1.5mm) wide		
b) Location, dimensions, and bearings of the proposed lots shown		
c) City/Council boundary (if applicable)		
d) Adjacent lot, block, subdivision, or section lines dashed or shadowed		
e) Lines shown that do not constitute a part of the subdivision, and any area enclosed by such lines, labeled "not a part" and dashed		
C. Existing and proposed street names, widths and sidelines (solid lines)		
D. Lots consecutively numbered or lettered. Open Space Lots lettered		
E. Monuments found, and to be set, using distinct symbols per Section 2- 302		
F. All survey and mathematical information and data necessary to locate all monuments and to locate and retrace all boundaries and lines. Sum of parts of any line or curve must equal total length.		
G. All reference data adjacent shown		
H. Record bearings, distances and references in parenthesis for latest record map in disagreement with survey		

**SUBDIVISION MANUAL**  
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ITEM	CHECK	REMARKS
I. No lot is split between two or more sheets where practicable		
2-102.3(6) Dedicated Streets		
A. Right of way lines and widths of each street being dedicated of any existing streets		
B. Widths and locations of adjacent streets and public properties within 50' (15m) of subdivision		
C. Amount of conformity or non-conformity of proposed streets that are a continuation of an existing street		
D. Access rights to be relinquished or previous relinquishments, by short hash marks along the relinquishment section		
E. Private streets shown and clearly identified		
F. Easements		
a) Side easement lines shown as light dash lines		
b) Widths of all easements and sufficient ties to the subdivision must be shown.		
c) Identify as existing or proposed and purpose		
d) Existing Easements to Remain in Effect:		
(1) Existing easements to remain in effect shown or noted as not plottable		
(2) Distances and bearings on the side lines of lots that are cut by an easement shown		
(3) Sidelines of existing easements not dimensioned		
(4) All existing easements to remain in effect clearly labeled and identified		
e) Dedicated Easements:		
(1) Easements to be granted on the map shall be included in the owners' certificate		
(2) All proposed easements fully dimensioned, including the side lines (street tree easements and 10' (3m) general utility easements in open space lots excepted)		
(3) Street tree easements provided in conformance with City Standards		

**SUBDIVISION MANUAL**  
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ITEM	CHECK	REMARKS
G. Public Easements to be Abandoned not plotted and a certificate on the title sheet		
2-102.3(c) Submittal for Council Approval		
A. All fees that are due prior to final map approval and all assessments paid;		
B. Inspection and plan check deposits as required by the City Engineer;		
C. Subdivision Improvement Agreement(s)		
D. Supplemental Subdivision Improvement Agreement(s)		
E. Bonds or request for delayed bonding procedure		
F. Easements for off-site improvements		
G. Grant Deeds for dedicated open space lots		
H. Any other required deeds and/or easements		
I. Plats of the subdivision: One 200 scale reproducible plat; One 400 scale reproducible plat; One 8-1/2" x 11" (22cm x 28cm) transparency plat;		
J. Updated title report and subdivision guarantee dated within sixty (60) days of proposed Council meeting		
K. Compliance with all outstanding conditions of approval		
L. Signed mylars of the final map. At least eight (8) days in advance of the date scheduled for Council consideration, the title sheet shall be fully executed except for certificates by the City Clerk, City Attorney, Clerk of the Board of Supervisors and County Recorder. A recorded tax certificate shall be submitted.		

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MINOR SUBDIVISIONS  
SECTION 2-200

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**2-200 MINOR SUBDIVISIONS - GENERAL**

**A parcel map procedure is used to create a division or consolidation of land under the provisions of the Subdivision Map Act and the Subdivision Ordinance. This procedure requires filing of a tentative parcel map and final parcel map. The parcel map procedure is administered by the Engineering Division of the Public Work's Department. Tentative and final parcel maps are approved, conditionally approved, or waived by both the City Engineer and the Director of Planning, who have joint responsibility for processing tentative and final parcel maps.**

**The following general criteria apply to all tentative and final parcel maps filed under this procedure:**

- ☐ All lots created or divided by parcel maps shall conform to City standards and no existing building or structure shall be made non-conforming with respect to yard or other zoning requirements by the process.
- ☐ No existing easement in favor of the public shall be rendered impractical by the creation of a parcel on any parcel map.
- ☐ The design and construction of required improvements shall conform to the criteria and standards contained in this manual and dictated by local ordinance.
- ☐ A parcel map improvement agreement similar to a subdivision improvement agreement per Section 18.16.210 of the City Code may be required for improvements in conjunction with parcel maps. Said agreements, along with security instruments, shall be fully executed prior to recordation of parcel map.
- ☐ All final parcel maps shall be prepared either by a licensed land surveyor or a Registered Civil Engineer authorized to prepare maps in accordance with provisions of the Subdivision Map Act or the Land Surveyors Act.
- ☐ Environmental Review Clearance is required by the Department of Building and Planning for all Tentative Parcel Maps prior to submittal to the Engineering Division.

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**MINOR SUBDIVISIONS**  
**SECTION 2-201**  
**TENTATIVE PARCEL MAPS**

## **2-201 TENTATIVE PARCEL MAPS**

### **2-201.1 PURPOSE**

Tentative parcel maps show existing and proposed topography, boundaries and improvements. Tentative parcel maps may be approved, conditionally approved, denied or waived by both the City Engineer and the Director of Planning.

### **2-201.2 FORM AND CONTENT**

#### **(1) General:**

- a) Tentative parcel maps shall be drawn on mylar (min. 3 mil (.08mm) thick) using black drawing ink only.
  - b) The size shall be 18" x 26" (46cm X 66 cm) with a 1" (2.5cm) margin.
  - c) The scale shall be a minimum of 1" = 100' (1cm = 10m).

#### **(2) Margin Information:**

- a) Title - Tentative Parcel Map.
- b) Adequate legal description of the land to define the boundaries of the ownerships involved.
  - c) Tax Assessor's parcel number(s).
  - d) Name, address, telephone number, and signature of owner(s).
- e) Name, address and telephone number of applicant, i.e., the person seeking approval of the parcel map, if other than the owner(s).
- f) Name, address and telephone number of the civil engineer or land surveyor who prepared map, and engineer's registration or license number.
  - g) Source of domestic potable water supply for each lot.
  - h) Method of sewage disposal.
  - i) Existing zoning.
  - j) Proposed zoning.
  - k) Proposed land use of each parcel.
  - l) Gross area (acres and square feet (square meters)).
  - m) Source of topographic information.
  - n) Statement relative to quantity of proposed grading;

- o) Date of preparation and the numbers and dates of any revisions.
- p) Vicinity map with north arrow and scale indicated.

(3) Map Data:

- a) North arrow.
- b) Scale (minimum: 1" = 100') (1cm = 10m).
- c) Approximate curve information for all curves shall be shown (boundaries, streets, easements, etc.).
- d) Lines of inundation for the design storm of any streams or watercourses passing through or adjacent to the tentative parcel map boundaries.

(4) Boundary Data:

- a) Fully dimension all boundaries (approximate values).
- b) Indicate proposed boundaries using solid lines, use dashed lines for existing boundaries.
- c) Tie property boundaries to street centerline when adjacent, or in close proximity, to public streets.
- d) Clearly identify all City or County boundaries.

(5) **Existing Conditions** - The following information shall be shown within the tentative parcel map boundaries and within a minimum of 100 feet (30m) thereof:

- a) Locations, names, grades, existing widths of all highways, streets, and roads, and if private designated as such.
  - b) Location, widths, and type of any sidewalks, curbs and gutter and driveways.
- c) Widths and approximate locations of all existing easements, including rights of way, whether public or private, recorded or unrecorded.
  - d) Location and identification of any existing utilities and drainage facilities.
- e) Identification of all buildings or structures as to land use (single-family dwelling, duplex, commercial building, barn, shed, etc);
  - f) Location of all existing buildings or structures with respect to proposed lot lines.
- g) Approximate location of all trees of trunk diameter 4" (10cm) or greater, and any groves or orchards.

- 
- h) Topography and contours (maximum 5' (2m) contour interval) shall be shown, along with the locations, widths and directions of flow of all water courses.
    - i) Seismic fault lines, 100 year Flood Zone or Local Coastal Zone, if applicable.
  - (6) **Proposed Development** - All proposed improvements shall be clearly identified by means of notes, symbols, and/or typical sections including:
    - a) Locations, grades, and widths of any proposed highways, streets, or roads, and if to be private designated as such;
    - b) Names for all streets or easements within the boundaries of the tentative parcel map which have been approved, or temporary names which shall be alphabetical beginning with Street "A";
      - c) Proposed street dedications or easements;
      - d) Proposed sidewalks, pavement, curbs and gutter, street lights, and driveways;
    - e) All proposed sewers and sewage disposal systems and size and type of sewers and manholes shall be shown;
      - f) Proposed drainage facilities, direction of surface drainage, and structural best management practices;
      - g) Any existing structures to be removed or relocated;
      - h) Proposed buildings;
    - i) Any proposed grading using symbols and criteria contained in the Grading Ordinance and Standard Drawings of the City of Chula Vista.
      - j) Any trees to be removed.

**(7) Parcels**

- a) The approximate dimensions shall be shown for each proposed parcel.
- b) All parcels are to be numbered in consecutive order beginning with parcel one.
- c) The net area of each parcel in acres and square feet (m2) shall be shown.

**2-201.3 TENTATIVE PARCEL MAP WAIVERS**

- (1) **General** - Tentative parcel map waivers may be granted in the following general circumstances.

- 
- a) Project is located on legally created parcel(s) of land and;
  - b) A parcel map is not otherwise required by the subdivision ordinance or the Map Act (i.e. boundary adjustments or consolidations) or;
    - c) The proposed development meets the following criteria:
      - 1) Right-of-way dedication is not required;
      - 2) Re-zoning or change in land use designation is not required;
      - 3) Drainage, street and sewer improvements on-site are to be private facilities;
      - 4) A coastal development permit is not required; and
      - 5) A declaration of negative environmental impact has been issued.
  - d) Tentative subdivision, tentative parcel, parcel, or final maps were previously submitted for the proposed subdivision and processing stopped or;
  - e) Project consists of one lot condominiums with fewer than 5 units and complies with the limitations as set forth in (c) above.
- (2) **Compliance** with the above circumstances does not guarantee approval of a request for tentative parcel map waiver. The City Engineer and Director of Planning may revise or amend the above listing on a case by case basis.
- (3) **Application** - Submit applications for tentative parcel map waiver to the City Engineer. Waiver applications shall include:
- a) Completed application form (see Section 2-201.7);
  - b) Documentation that the existing parcel(s) has been legally created. Said documentation includes pre-1972 grant deeds or record maps;
    - c) Preliminary Title Report and current grant deeds;
    - d) Copy of environmental review determination or declaration of negative impact;
  - e) Evidence that the Design Review process is complete for industrial or commercial projects.

#### **2-201.4 TENTATIVE PARCEL MAP PROCESSING**

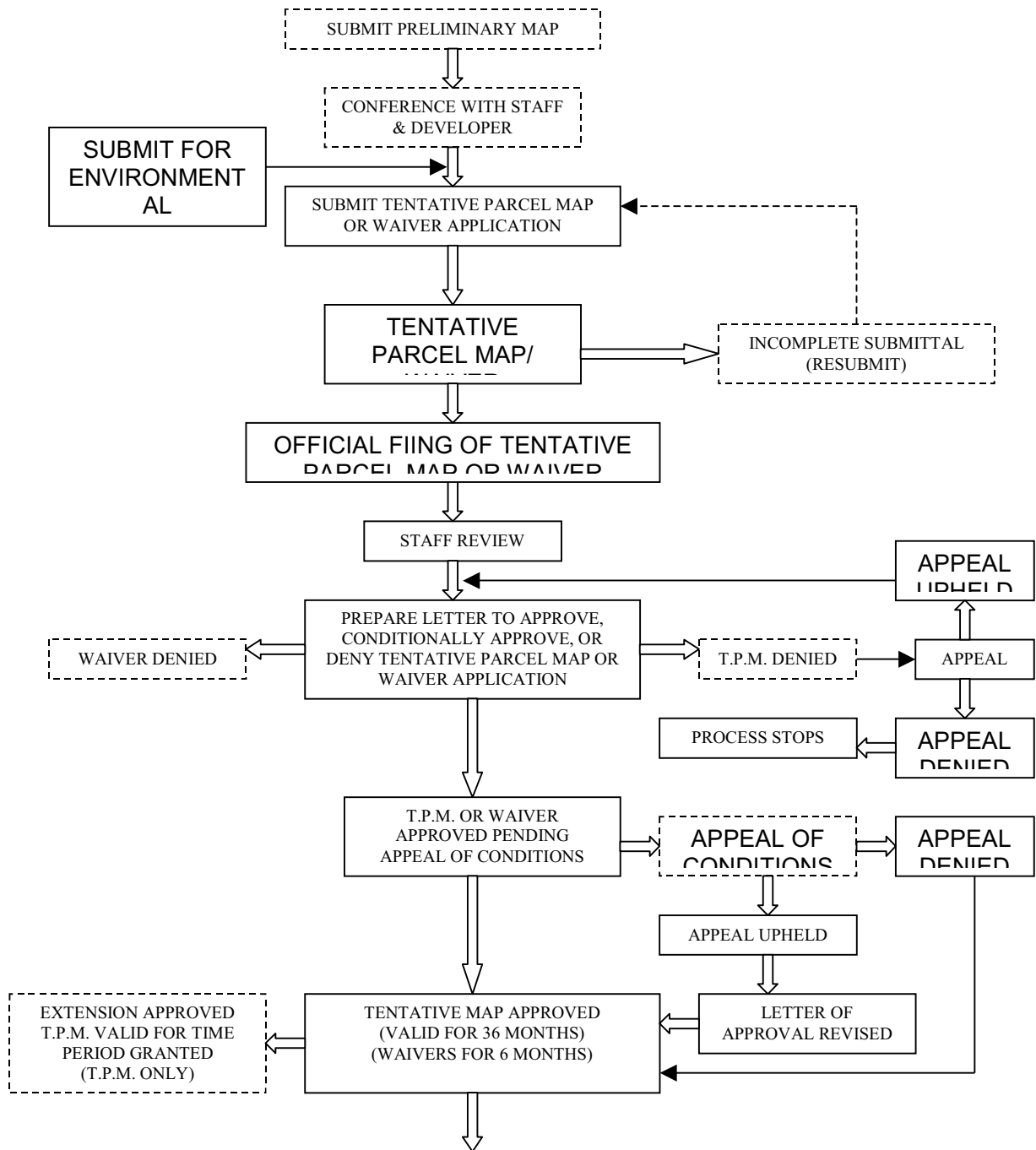
- (1) Submittal requirements - Submit the following items in addition to submittal requirements of Section 2-101.3 for tentative map processing:
  - a) Copies of current Grant Deeds and deeds recorded prior to March 4, 1972, if not a lot of a subdivision or parcel map.
    - b) Copy of current title report.
    - c) Notification package prepared by the developer to include:



- 1) A list of owners' names and addresses for all properties within a 300-foot (91m) radius measured from the boundary of the subject subdivision. Attach a sketch showing the subject property and the 300-foot limit line.
  - 2) A completed notification letter for all property owners as described above.
  - 3) An 8-1/2" x 11" (22cm X 28cm) exhibit clearly showing the subject property relative to the adjacent streets. An assessor's parcel page is a good example.
  - 4) A stamped envelope addressed to each of the owners within the 300-foot (91m) radius area specified in Item 1) containing the letter and exhibit from Items 2) and 3). Do not seal the envelopes so the City may review the enclosures.
- (2) **Approval** - The City Engineer and the Director of Planning shall approve, conditionally approve or deny: A tentative parcel map application within 50 working days of receipt of a complete application; or a tentative parcel map waiver application within 15 working days of receipt of a complete application.
- Please Note:** The 50 day period noted above shall begin no sooner than after Environmental Review Clearance for the proposed Tentative Parcel Map is received from the Department of Building and Planning.
- (3) **Appeal** - Tentative parcel map determinations may be appealed pursuant to City ordinance.

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2-201.5 TENTATIVE PARCEL MAP FLOW CHART



SEE FINAL PARCEL MAP PROCESSING

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2-201.6      SAMPLE TENTATIVE PARCEL MAP

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2-201.7

**TENTATIVE PARCEL MAP WAIVER APPLICATION**

Page 1 of 2

FOR OFFICE USE ONLY
DE - _____
EP - _____
INITIALS: _____
DATE: _____

**TENTATIVE PARCEL MAP WAIVER APPLICATION**

Tentative Parcel Map No.: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

Address & Phone: \_\_\_\_\_

Developer(s): \_\_\_\_\_

Address & Phone: \_\_\_\_\_

Engineer/Surveyor: \_\_\_\_\_

Address & Phone: \_\_\_\_\_

**PROJECT INFORMATION:**

LOCATION: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PROJECT IS (CHECK ONE)  
Adjustment or

☐ One Lot Condominium

☐ Lot Line

Consolidation Parcel Map

With <5 units

of the Subdivision Map Act.

☐ Exempt under Section 66426

**PROPERTY INFORMATION:**

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Are lots/parcels created by a recorded map ☐  
Yes ☐ No  
(or grant deeds recorded prior to March 1972?)

Have any of the following been previously filed with the ☐ Yes  
☐ No  
City of Chula Vista and has expired or terminated?

<input type="checkbox"/> Tentative Map Yes <input type="checkbox"/> Tentative Parcel Map Yes <input type="checkbox"/> Final Map Yes <input type="checkbox"/> Final Parcel Map Yes	<input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No
--	--



---

PLEASE COMPLETE REVERSE SIDE  
TENTATIVE PARCEL MAP WAIVER APPLICATION

Page 2 of 2

**PROPOSED DEVELOPMENT INFORMATION:**

Has Design Review been completed?	<input type="checkbox"/>	<input type="checkbox"/>	
Yes <input type="checkbox"/> No <input type="checkbox"/>			
Is public right of way dedication required?	<input type="checkbox"/>	<input type="checkbox"/>	
Yes <input type="checkbox"/> No <input type="checkbox"/>			
Are public street improvements required?	<input type="checkbox"/>	<input type="checkbox"/>	
Yes <input type="checkbox"/> No <input type="checkbox"/>			
Is a change in zoning or land use required?	<input type="checkbox"/>	<input type="checkbox"/>	
Yes <input type="checkbox"/> No <input type="checkbox"/>			
Is on-site grading, drainage improvements, streets, and/or sewer improvements proposed?			<input type="checkbox"/>
Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, will these facilities be privately maintained?		<input type="checkbox"/>	<input type="checkbox"/> Yes
<input type="checkbox"/> No			
Has a Declaration of Negative Environmental Impact		<input type="checkbox"/>	<input type="checkbox"/> Yes
<input type="checkbox"/> No			
been issued?			
Is a coastal development permit required?			<input type="checkbox"/>
Yes <input type="checkbox"/> No <input type="checkbox"/>			

Attach the following supporting documents as applicable

- \_\_\_\_\_ Plan Check Deposit (required)
- \_\_\_\_\_ Preliminary Title Report (required)
- \_\_\_\_\_ 2 Copies of a detailed site plan prepared by a Registered Civil Engineer in the State of California showing proposed lot lines, street right-of-way dimensions and existing/proposed buildings and improvements.
- \_\_\_\_\_ Recorded map or grant deeds
- \_\_\_\_\_ Copy of Declaration of Negative Environmental Impact
- \_\_\_\_\_ Copy of Design Review findings
- \_\_\_\_\_ Additional Information as needed

SUBMITTAL OF A COMPLETE APPLICATION DOES NOT GUARANTEE A WAIVER OF THE TENTATIVE PARCEL MAP. A TENTATIVE PARCEL MAP MAY BE REQUIRED AS DETERMINED BY THE CITY ENGINEER AND PLANNING and BUILDING DIRECTOR.

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2-201.8      TENTATIVE PARCEL MAP CHECKLIST CITY OF CHULA VISTA TENTATIVE PARCEL MAP NO. _____	FOR OFFICE USE ONLY <b>DE-</b> _____ <b>EP-</b> _____ <b>INITIALS:</b> _____
--	---

Location: \_\_\_\_\_  
 \_\_\_\_\_

Property Owner(s): \_\_\_\_\_  
 \_\_\_\_\_ &  
 Address \_\_\_\_\_  
 \_\_\_\_\_

Engineer/Surveyor: \_\_\_\_\_  
 \_\_\_\_\_

Phone: \_\_\_\_\_  
 \_\_\_\_\_

(References are to City of Chula Vista Subdivision Manual)

ITEM	CHECK	REMARKS
<b>2-201.4(1) SUBMITTAL REQUIREMENTS</b>		
A. Initial Deposit <div style="float: right; border: 1px solid black; padding: 2px; margin-left: 20px;">                         Amount                          \$ _____                     </div>		
B. Development Processing Agreement executed		
C. Copies of current Grant Deeds and pre-1972 deeds (if not a lot of subdivision or parcel map)		
D. Reproducible and copies of tentative parcel map submitted		
E. Notification package to all properties within 300 foot (91m) radius including: <ul style="list-style-type: none"> <li>1. List of owners' names &amp; addresses and sketch</li> <li>2. Completed notification letter</li> <li>3. 8-1/2" x 11" (22cm x 28cm) plat</li> <li>4. Stamped, addressed envelope for each owner containing the letter and plat</li> </ul>		
<b>2-201.2(1) FORM AND CONTENT – GENERAL</b>		
A. Drawn on linen, polyester base film, or vellum with black waterproof drawing ink		
B. 18" x 26" (46cm x 66cm) with 1" (2.5cm) margin		

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ITEM	CHECK	REMARKS
C. Scale: 1" = 100' (1cm = 10m) minimum with north arrow		
<b>2-201.2(2) MARGINAL INFORMATION:</b>		
A. Title: Tentative Parcel Map		
B. Legal description: Sufficient to define map boundaries		
C. Tax Assessor's Parcel Number(s)		
D. Owner's name, address, telephone number and signature		
E. Applicant's name, address, telephone number (if other than owner)		
F. Civil engineer's or land surveyor's name, address, telephone number and registration or license number		
G. Source of water supply		
H. Method of sewage disposal		
I. Zoning – existing and proposed		
J. Proposed usage of each parcel		
K. Gross area (acres and square feet (square meters))		
L. Reference to topographic source		
M. Grading – statement if no grading proposed		
N. Date of preparation and number and dates of any revision		
O. Vicinity map with north arrow and scale		
<b>2-201.2(3) MAP DATA:</b>		
A. North arrow with scale (min. 1" = 100' (1cm = 10m))		
B. Boundaries:		
1. Fully dimensioned (approximate)		
2. Proposed as solid lines, existing as dashed lines		
3. City/County boundaries identified		
4. Approximate Curve information – deltas, radii, lengths		
5. Inundation lines for design flood		
C. Existing – Following shown within the map boundaries and within at least 100 ft. (30m):		

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ITEM	CHECK	REMARKS
1. Highways, streets, roads – names, grades, widths, if private designated as such		
2. Sidewalks, pavement, curbs and gutters, street lights, driveways		
D. Utilities:		
1. Sewer – location, size, type, depth manholes		
2. Water – location, size, type		
3. Gas – location, size		
4. Electrical, telephone, cable TV lines – location, size, type, poles, overhead or underground		
5. Water courses – widths, directions of flow		
6. Buildings/Structures – location with respect to lot lines		
7. Trees – groves, orchards and trees of trunk diameter 4" (10cm) or more shown		
8. Contours – maximum 5' (2m) interval		
9. Easements – location, purpose, size, public or private		
E. Proposed:		
1. Highways, streets, roads – names, grades, widths, and if to be private designated as such		
2. Sidewalks, curbs and gutters, driveways		
3. Sewers – location, size, type, manholes		
4. Drainage facilities		
5. Removal or relocation of existing buildings and location of any proposed buildings		
6. Removal of existing trees		
7. Grading – degree of slope, benches, retaining walls, pad elevations		
8. Easements – location, purpose, size, public or private		
F. Parcels:		
1. Approximate dimensions		
2. Numbered in consecutive order		

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**SECTION 2: SUBDIVISION MAPS**

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ITEM	CHECK	REMARKS
3. Net area of each parcel (acres or square feet (m <sup>2</sup> ))		

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**MINOR SUBDIVISIONS**  
**SECTION 2-202**  
**FINAL PARCEL MAPS**

---

## **2-202 FINAL PARCEL MAPS**

### **2-202.1 PURPOSE**

Final parcel maps are the legal means by which parcels of property are subdivided. Final parcel maps show all information relating to title interest in the property including parcel boundaries; easements, reservations, and dedications.

### **2-202.2 FORM AND CONTENT**

#### **(1) General**

- a) Final parcel maps shall be drawn on 18" x 26" (46cm X 66cm) mylar (min. 3 mils (0.08mm) thick) using black drawing ink only.
- b) Hand lettering shall be a minimum of 1/8" (3mm) in height. Type or computer generated lettering shall be a minimum of 0.10" (2.5mm) in height.
- c) A 1" (2.5cm) margin separated by medium, heavy marginal line completely around each sheet.

#### **(2) Margin Information - The following information shall be included on each sheet of the final parcel map:**

##### **a) Upper right:**

- 1) PARCEL MAP NO. (4" (10CM) LINE)
- 2) SHEET \_\_\_\_\_ OF \_\_\_\_\_

##### **b) Lower right:**

- 1) City of Chula Vista Work Order No.;
- 2) Tentative Parcel Map No.;
- 3) California Coordinates (i.e. LC 154-1755).

- c) Lower left - Name, address and phone number of engineer or firm that prepared the final parcel map.

#### **(3) Title/Cover Sheet Information - The following information shall be included on the final parcel map title or cover sheet:**

- a) Legal description
- b) Total number of lots and units
- c) Gross area of map
- d) Title Company and parcel map guarantee order number



- 
- e) Vicinity map with north arrow and scale indicated
  - f) Certificates and jurats as shown in Section 2-600 or as required by the Map Act including but not limited to:
    - 1) Owners' Certificate
    - 2) Surveyor's Certificate
    - 3) City Engineer's Certificate
    - 4) Improvement Certificate
    - 5) County Tax Assessor's Certificate
    - 6) Recorder's Certificate
  - g) Surveyor's Company Information (name, address, and phone number)
- (4) Procedure of Survey - Final Parcel Maps shall include a procedure of survey as set forth in Section 2-301 of this manual.
- (5) Map Data:
- a) North arrow and scale (minimum 1"=100' (1cm=10m)).
  - b) Boundaries:
    - 1) Indicate the exterior boundary of the land being consolidated or divided by the parcel map using a heavy, solid black line.
    - 2) Clearly indicate the location, dimensions, and bearings of both the original and proposed parcels.
    - 3) Identify City/County boundary as applicable
    - 4) Show adjacent lot or block lines using dashed lines
    - 5) Show existing and proposed street names, widths, and sidelines (solid lined)
    - 6) Show previously vacated streets or easements as light dashed lines and indicate recording information for vacation.
    - 7) Number each proposed parcel.
    - 8) Indicate monuments found, and to be set, using distinct symbols per Section 2-302.4. Monumentation and basis of bearing shall conform to subdivision requirements as prescribed in this manual under Section 2-301.
    - 9) Reference all recorded surveys or maps and name of adjoiners with document recording number, which include any portion of, or are adjacent to, or in the near vicinity of, the land being divided or consolidated.
  - c) Easements:

- 
- 1) Show all existing easements that will remain in effect after approval of the parcel map.
  - 2) All on-site easements to be granted to the City or public and all public street dedications shall be offered and accepted or rejected on the parcel map.
  - 3) Fully dimension sidelines of proposed easements.
  - 4) In the event a private access or utility easement for the use of subsequent owners or purchasers is required within the boundaries of the land to be divided, the easements shall:
    - (a) be delineated on the parcel map and shall be conveyed to subsequent purchasers;
    - (b) be shown on the parcel map by a dashed line and a note that the area represents a future easement to be conveyed to subsequent owners or purchasers pursuant to the requirements of Section 18.20.150 of the City Code of the City of Chula Vista.

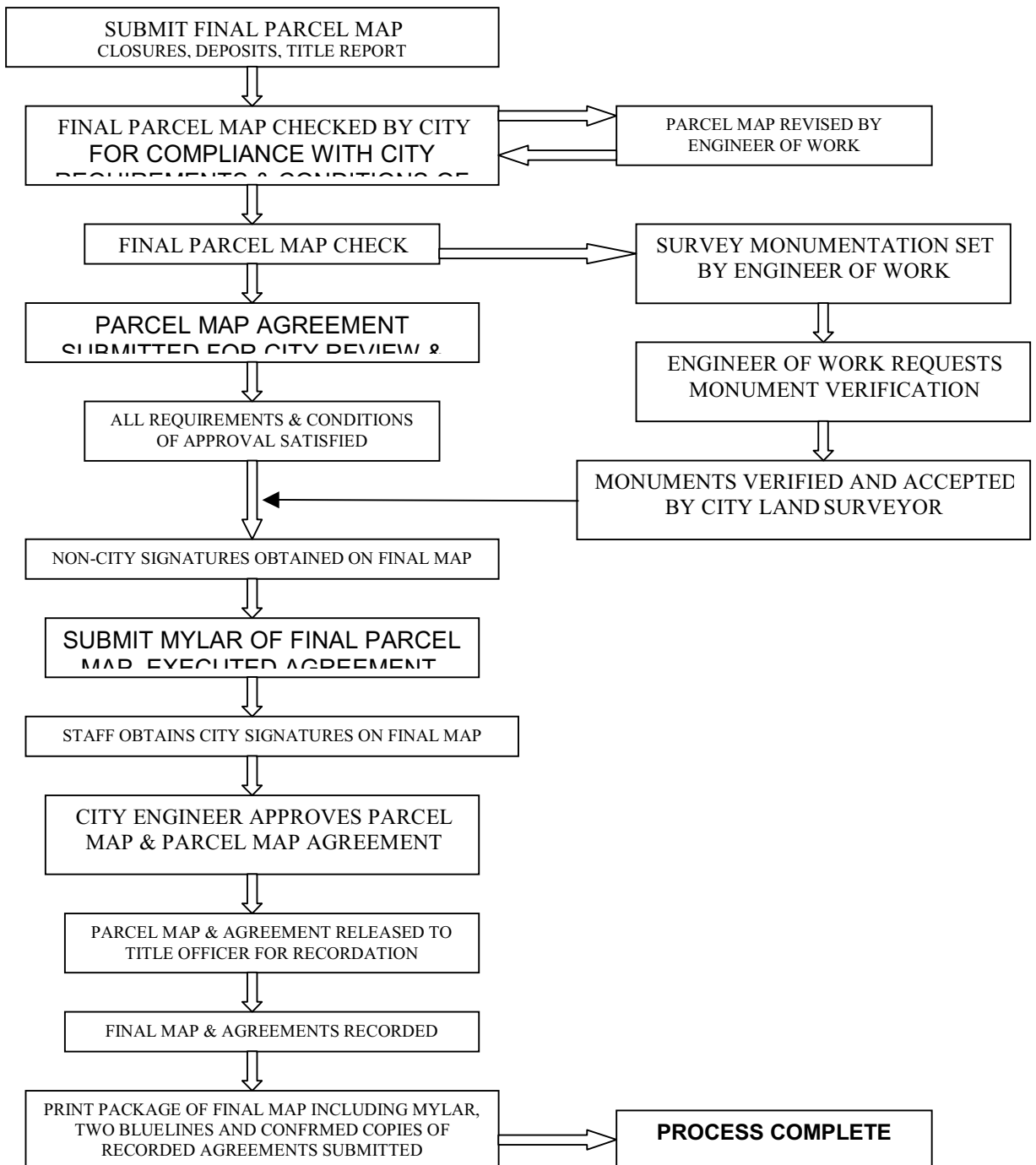
2-202.3      **SURVEY BONDS** - All survey monumentation to be set per final parcel maps shall be set and verified prior to release of the final parcel map for recordation (see Surveyor Certificate Section 2-600). Monumentation may be deferred upon submittal of a cash monumentation bond in an adequate amount, if approved by the City Engineer (to allow grading and/or construction of improvements adjacent to the monument) to secure said monumentation.

2-202.4      **PROCESSING**

- (1) **Submittal requirements** - Submit items set forth in Section 2-102.3 for final subdivision map processing
- (2) **Agreements** - Parcel Map agreements may be utilized to satisfy all remaining conditions of tentative parcel map approval that will not or cannot be satisfied prior to recordation of the parcel map (see Section 2-605.3). Said agreement shall be executed in triplicate and approved by the City Engineer concurrently with approval of the final parcel map.
- (3) **Approval** - The City Engineer shall act or approve the final parcel map within the time limits contained in the Subdivision Map Act and after submittal of a complete package, including signed mylars of the final parcel map and all applicable agreements, and payment of all associated fees.
- (4) **Recordation** - The approved parcel map and parcel map agreement will be released to the applicants' title officer for recordation with the County of San Diego. Upon recordation, the applicant shall furnish the Engineering Division with one photo mylar (minimum 3 mil (0.08mm) thick) and the number of blue-line prints of the recorded parcel map as set forth in Section 5-201.

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2-202.5 FINAL PARCEL MAP FLOW CHART



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2-202.6      SAMPLE FINAL PARCEL MAP

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**2-202.7 FINAL PARCEL MAP CHECKLIST  
CITY OF CHULA VISTA**

<b>FOR OFFICE USE ONLY</b>	
<b>DE-</b>	_____
<b>EP-</b>	_____
<b>INITIALS-</b>	_____

Tentative Parcel Map No.: \_\_\_\_\_

Location: \_\_\_\_\_  
\_\_\_\_\_

Property Owner(s): \_\_\_\_\_

\_\_\_\_\_ &  
Address: \_\_\_\_\_  
\_\_\_\_\_

Engineer/Surveyor: \_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_  
\_\_\_\_\_

(References are to City of Chula Vista Subdivision Manual)

ITEM		CHECK	REMARKS
1. GENERAL			
1.	Plan Check Deposit	Amount \$ _____	
2.	Development Processing Agreement		
3.	Reproducible and copies submitted		
4.	Proof of ownership grant deeds, and title report		
deeds (if not	a.	Current grant deeds and/or pre-1972 filed with TPM)	
	b.	Title report	
	c.	Parcel map guarantee	
5.	Copies of easements submitted		
6.	Copies of traverses and closures submitted		
7.	Drawn on polyester base film (min. 3 mil (0.08mm) thick) with black waterproof drawing ink		
8.	Lettering – Computer or typed lettering min		



**SUBDIVISION MANUAL**  
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ITEM	CHECK	REMARKS
0.10" (2.5mm) high; Hand lettering min. 1/8" (3mm) high		
9. 18" x 26" (46cm x 66cm) with 1" (2.5cm) margin		
<b>2. MATHEMATICAL DATA</b>		
1. Traverses include exterior boundaries, each parcel and streets and easements		
2. Traverses close (1:10,000)		
3. Sum of parts of any line or curve must equal total length		
4. Area calculations furnished where required		
<b>3. MARGINAL INFORMATION: (each sheet)</b>		
1. Parcel Map No. _____ (4" (10cm) line) in upper right hand margin		
2. Sheet _____ of _____ sheet(s)		
<b>4. TITLE OR COVER SHEET INFORMATION</b>		
1. Legal description – Sufficient to define boundaries – division or consolidation of property		
2. Number of lots, number of units, and gross area (acres and square feet (square meters))		
3. Vicinity map with north arrow and scale indicated		
4. Owners' certificate and signature(s) (Section 2-600)		
5. City Engineer's and City Clerk's certificates (Section 2-600); Planning Director's Certificate (Section 2-600)		
6. Improvement Certificate (Section 2-600)		
7. County Recorder's, Tax Collector's, Clerk of the Board's certificates (Section 2-600)		
8. Surveyor's certificate with signature, number and seal (Section 2-600)		
9. Signature Omission Statement(s) (Section 2-600)		
<b>2-301.3 Procedure of Survey – Form &amp; Content</b>		
1) Basis of Bearing		

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ITEM	CHECK	REMARKS
A. Basis of Bearing not of record conform to following:		
2) <b>Legend</b> (see Standard Symbols CVD SS-01 thru SS-05)		
A. Definition of all abbreviations used		
B. Explanation of any special conditions		
C. Explanation concerning monuments for interior lot corners		
D. Symbol for City/County boundary as needed		
E. Symbol for subdivision boundary		
F. Symbol for lot boundary		
G. Symbol for first and last lot number		
H. Symbol for found monuments as needed		
I. Other symbols, as needed, for relinquishing access rights, easement call, etc.		
3) Title centered at top of sheet including subdivision name and tract or tentative parcel map number and "Procedure of Survey" directly below		
4) Civil engineer or land surveyor's certificate with signature and seal if it doesn't fit on title sheet		
5) Vicinity map with north arrow and scale indicated		
6) North arrow and Scale: min. 1" = 200' (1cm = 20m)		
7) Other notes as needed to clarify survey, monumentation, or easements		
8) Miscellaneous		
A. Gross area: (square feet and acres (m <sup>2</sup> ))		
B. Table showing area, number of units and proposed use for each lot (condos only)		
C. Other certificates that could not fit on title sheet		
D. All lots shown and numbered		
E. All streets shown and identified		
F. Show record bearing, distances, references in parenthesis for all record maps in disagreement with survey		
G. Show record bearing, distances and references in parenthesis for any deed data in		

**SUBDIVISION MANUAL**  
**SECTION 2: SUBDIVISION MAPS**

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ITEM		CHECK	REMARKS
disagreement with survey			
H.	Record maps, sections, ¼ sections identified		
<b>2-202.2(5) MAP DATA:</b>			
A.	North arrow and scale (min.: 1" = 100' (1cm = 10m)		
B.	Boundaries		
1.	All are fully dimensioned		
2.	Parcel boundaries are heavy solid black lines		
3.	City/Council boundaries identified		
4.	Adjacent lot or block lines shown in dashed lines		
C.	All bearings, distances, radii and deltas of traverses shown on map		
D.	Record bearings, distances and reference in parenthesis for:		
1.	All record maps in disagreement with survey		
2.	Any deed data in disagreement with survey		
E.	Lines intersecting curves identified by bearing whether (radial) or (non-radial)		
F.	Existing street – names, widths, and side lines as solid lines		
G.	Previously vacated streets or easements shown as light dash lines with recorded vacation data		
H.	Easements		
1.	Identify as existing or proposed, width, purpose		
2.	Side lines shown as light dash lines		
3.	Recorded easements identified by number and date of document recordation and sufficiently tied		
4.	New easements fully dimensioned to include sufficient ties		
I	Additional notes on map as needed to clarify		

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**SECTION 2: SUBDIVISION MAPS**

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ITEM	CHECK	REMARKS
survey, explain discrepancies or reference non- recorded information such as City ties, road survey, State Highway maps, etc.		
<b>5. Monumentation (per Section 2-302)</b>		
1. Monuments per legend or fully described as to type, size, disc and engineer's or surveyor's number		
2. Labeled as "No Record" or referenced to record map		
3. If controlling location not of record: "No Record – Accepted Hereon As (describe location)"		
4. Monuments tied into survey by bearing and distance, or "Used for Line Only"; No floating monuments		
<b>6. Parcel Map Compliance</b>		
1. Complies with General Plan		
2. Zoning requirements		
3. Tentative Parcel Map		
4. All conditions imposed for parcel map approval		
<b>7. Separate Deeds and Easements</b>		
1. Prepared, signed and submitted or dedicated on parcel map		
2. Accepted by City Clerk		
3. Recorded with County Recorder and conformed copy returned (only if by separate document)		



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**SURVEY REQUIREMENTS**  
**SECTION 2-300**

**2-300 Survey Requirements**

**This section covers the City of Chula Vista's requirements related to surveys and monumentation and is applicable to both major and minor subdivisions. This section includes: guidelines for preparing a procedure of survey; standard requirements for monument types, sizes, and locations and standard symbols. This section also includes a standard procedure for survey monument inspection by the City.**



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**SURVEY REQUIREMENTS**  
**SECTION 2-301**  
**PROCEDURE OF SURVEY**

---

2-301 Procedure of Survey

2-301.1 **General**

The procedure of survey shall show the general plan of the subdivision and its location relative to the following:

- (1) surrounding subdivisions
- (2) record of survey maps
- (3) city and county boundaries
- (4) street, highway and freeway centerlines and right-of-way lines
- (5) major easements
- (6) rancho lines
- (7) section lines
- (8) 1/4 section lines (within Rancho de la Nacion).
- (9) City of Chula Vista control monuments (ROS 14841) (This map is the basis of entire City control network; monuments shall be shown and perpetuated.)

2-301.2 **Purpose**

The procedure of survey must clearly show how the subdivision boundary has been established and its relationship with the surrounding subdivisions, record of surveys and deeded property. Record information and data (calls) from these documents must be reflected on the procedure of survey and subdivision map as necessary to clearly demonstrate the method used to resolve the boundary.

2-301.3 **Form and Content**

Procedures of Survey must contain the following:

- (1) **Record Monuments** - All record monuments found and used to establish the subdivision boundary shall be shown on the procedure of survey. Bearings and distance ties between these monuments and the subdivision boundary shall be annotated in all cases. The initial submittal of the Procedure of Survey shall include a copy of the Surveyor's Work Sheet indicating which maps were used, and why others in the vicinity (if any) were not. Indicate which monuments were searched for but not found.
- (2) **Basis of Bearing** -The basis of bearing shall be in terms of the California State Coordinate System, CCS 83, Zone 6, epoch 1991.35. The bearing may be obtained from a previously recorded survey (or from a new survey) meeting the following requirements.
  - a) If the basis of bearing is not of record:
    - 1) It shall be established from at least two monuments having recorded coordinates in the California Coordinate System, CCS 83, Zone 6, epoch 1991.35 and said monuments must conform to the requirements of Public Resources Code 8813.2; or
    - 2) It shall be established from at least two monuments shown on a Recorded Map meeting the above requirements; and

- 
- 3) A triangulation or trilateration net on the map and the bearing and distance ties from the existing control points to at least two points on the subdivision boundary shall be shown;
  - 4) A note shall be placed on the map indicating that the basis of bearing is the California Coordinate System, CCS83, Zone 6, epoch 1991.35 and listing the CCS 83 station names, grid coordinates and bearing between stations. The note shall also state that all bearings and distances are in terms of ground measurements unless labeled "grid (CCS 83); and
  - 5) A note shall be placed on the map indicating the combined correction factor and the convergence angle for the nearest control points used for conversion on the map.
  - 6) If coordinate values from other maps are given in an epoch other than 1991.35, those values may be translated to epoch 1991.35 using method and values of both HTDP v2.4 or later. (That software can be downloaded from [www.NGS.NOAA.GOV/Tools/HTDP/HTDP.HTML](http://www.NGS.NOAA.GOV/Tools/HTDP/HTDP.HTML))
    - b) If the basis of bearing is a reference line, it must meet the following criteria:
      - 1) Shown on a recorded subdivision map, parcel map, or record of survey; and
      - 2) Bearing of the line is in terms of the California Coordinate System, CCS 83, Zone 6, epoch 1991.35; and
      - 3) At least two found monuments of record are on that line.
    - 4) A basis of bearing statement must be added to the map including a description of the line, the name of the reference map and the reference bearing. The statement must also indicate that the bearings, distances, and coordinates are in terms of the CCS 83, Zone 6, epoch 1991.35 and indicate the name and order of the local stations used as the basis of bearing.
    - 5) If coordinate values from other maps are given in an epoch other than 1991.35, those values may be translated to epoch 1991.35 using method and values of both HTDP v2.4 or later. (That software can be downloaded from [www.NGS.NOAA.GOV/Tools/HTDP/HTDP.HTML](http://www.NGS.NOAA.GOV/Tools/HTDP/HTDP.HTML))
      - c) The following information related to the Basis of Bearing shall be shown on the Procedure of Survey:
        - 1) Record bearing shown on the line;
        - 2) Line established by two record monuments;
        - 3) Found monuments on the line are of record;

**NOTE:**

Bearing of line cannot be assumed: line shall not be accepted if only shown on a City tie sheet, improvement drawing, State highway map, road survey, or any other map that is not recorded.

- (3) **Legend** - The legend defines the symbols and abbreviations used on the map and should eliminate or reduce the need for repetitious explanatory notes relating to found or set monuments and other mapping elements. Symbols used in the legend shall conform to the table shown in Section 2-302.4. The legend shall contain:
- a) Definition of all abbreviations used;
  - b) Explanation concerning monuments for interior lot corners in lieu of symbols;
  - c) Symbol for City/County boundaries;
  - d) Symbol for subdivision boundary;
  - e) Symbol for lot boundary;
  - f) Symbol for first and last lot number;
  - g) Symbol for each type of monument to be set with map;
  - h) Symbol for found monuments as necessary;
  - i) Other symbols as required for relinquishing access rights, easement calls, etc.
- (4) **Title** - Title shall be centered at the top of the sheet and shall include the name of the subdivision with the tract number with "Procedure of Survey" directly below
- (5) **Land Surveyors' or Civil Engineers' Certificate** - A Land Surveyors' or Civil Engineers' certificate (see Section 2-600) is required for all subdivision maps. Said certificate shall be completed, signed and stamped by a Land Surveyor licensed in the State of California or a Civil Engineer licensed to practice land surveying in the State of California. If this certificate does not fit on the cover sheet, it may be placed on the procedure of survey.
- (6) **Vicinity Map** - A vicinity map is required for all subdivision maps and may be placed on the procedure of survey if it does not fit on the title sheet
- (7) **North arrow and Scale** - Each procedure of survey sheet shall include a north arrow and a scale depicted graphically (bar scale) and in words. The minimum scale for a procedure of survey is 1"=200' (1cm=20m).
- (8) **Notes** - Any notes needed to clarify the monumentation, easements or special conditions shall be placed on the procedure of survey.
- (9) **Surveyor's Notes** - Any notes needed to clarify special conditions affecting the procedure of survey may be placed on the Procedure of Survey sheet.
- (10) **Multiple Unit Maps**

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**SECTION 2: SUBDIVISION MAPS**

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The Procedure of Survey need be filed only with the first unit of a multiple unit map, provided the following conditions are met:

- a) The Procedure of Survey shows the complete exterior boundary of the entire property being subdivided.
- b) Each unit map, together with the Procedure of Survey Sheet from the first unit is complete without other reference.
- c) Ties from two points on the unit boundary to two points on the subdivision boundary must be shown.
- d) The Procedure of Survey is referenced by page number, subdivision tract and final map number on each subsequent unit map.
- e) When using the Procedure of Survey by referenced method, a separate index map is required for maps with more than two map sheets (excluding title & procedure of survey sheets).
- f) If approved, the following note must be added to subsequent maps using the same procedure of survey:

FOR PROCEDURE OF SURVEY, SEE SHEET \_\_\_\_\_ OF \_\_\_\_\_ (NAME OF SUBDIVISION) \_\_\_\_\_,  
CITY OF CHULA VISTA TRACT NO. \_\_\_\_\_, MAP NO. \_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

(RCE/LS NUMBER & EXPIRATION)

---

**2-301 Sample Procedure of Survey Final Map**

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**2-301 Sample Procedure of Survey Parcel Map**



**SUBDIVISION MANUAL**  
**SECTION 2: SUBDIVISION MAPS**

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PROCEDURE OF SURVEY CHECKLIST  
 CITY OF CHULA VISTA

**SUBDIVISION** \_\_\_\_\_

**FOR OFFICE USE ONLY**

**FILE NO.:** \_\_\_\_\_

**DE NO.:** \_\_\_\_\_

**TRACT NO.** \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

&  
 Address

Engineer/Surveyor: \_\_\_\_\_

PHONE: \_\_\_\_\_

(References are to City of Chula Vista Subdivision Manual)

ITEM	CHECK	REMARKS
<b>2-301.3 FORM &amp; CONTENT</b>		
1. Complies with general format for subdivision maps		
<b>2. Basis of Bearing</b>		
A. Basis of Bearing not of record, conform to following:		
1) Established from at least two CCS 83, Zone 6, epoch 1991.35 points		
2) Established from a triangulation or trilateration net on the map with ties to existing control points and at least 2 points on subdivision boundary		
3) Note stating that the basis of bearing is the CCS, Zone 6, epoch 1991.35 with a list of coordinate station names and coordinates		
4) Convergence angle and correction factor		

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**SECTION 2: SUBDIVISION MAPS**

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ITEM		CHECK	REMARKS
B. conform	Basis of bearing that is a reference line must to following:		
or record of	1) Shown on a recorded subdivision map survey		
the System	2) Bearing of reference line is in terms of California Coordinate		

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3)	At least two found monuments of record are on reference line		
4)	A basis of bearing statement including a description of the line, the name of the reference map and the reference bearing and indicating that bearings, distances and coordinate are in terms of the CCS83, Zone 6, epoch 1991.35.		
C.	Following must be shown for basis of bearing:		
1)	Record bearing shown on line		
2)	Line established by two record monuments		
3)	Line is not accepted if shown only on a City tie point sheet, improvement drawing, State Highway map, road survey, or any other map that is not recorded.		
3.	<b>Legend</b> (see standard symbols CVD-SS01 – SS05)		
A.	Definition of all abbreviations used		
B.	Explanation of any special conditions		
C.	Explanation concerning monuments for interior lot corners		
D.	Symbol for City/County boundary as needed		
E.	Symbol for subdivision boundary		
F.	Symbol for lot boundary		
G.	Symbol for first and last lot number		
H.	Symbol for each type of monument to be set		
I.	Symbol for found monuments as needed		
J.	Other symbols as needed for relinquishing access rights, easement call, etc.		
4.	Title centered at top of sheet including subdivision name and tract or tentative parcel map number and “Procedure of Survey” directly below		
5.	Civil Engineer or Land Surveyor’s certificate with signature and seal if it doesn’t fit on title sheet		
6.	Vicinity map with north arrow and scale indicated		
7.	North arrow and Scale: min. 1” = 200’ (1cm = 20m)		
8.	Other notes as needed to clarify survey, monumentation, or easements		

**SUBDIVISION MANUAL**  
**SECTION 2: SUBDIVISION MAPS**

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9.	Miscellaneous		
A.	Gross subdivision area: (square feet and acres (m <sup>2</sup> ))		
B.	Table showing area, number of units and proposed use for each lot (condos only)		
C.	Other certificates that could not fit on title sheet		
D.	All lots shown and numbered		
E.	All streets shown and identified		
F.	Show record bearings, distances and references in parenthesis for record map or record of survey		
G.	Show record bearings, distances and references in parenthesis for any deed data in disagreement with survey		
H.	Record maps, sections, ¼ sections identified		
I.	City of Chula Vista control monuments shown		

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**SURVEY REQUIREMENTS**  
**SECTION 2-302**  
**MONUMENTATION REQUIREMENTS**

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**2-302 MONUMENTATION REQUIREMENTS**

**2-302.1 General.**

- (1) Monuments are set or placed at a particular location to mark a point of a boundary or survey. They shall be sufficient in number and located so as to not be readily disturbed and to assure the perpetuation or reestablishment of any point or line of the survey. Monuments shall be a permanent type of monument such as a pipe, concrete cylinder, or steel rod with a brass disc or metal cap showing RCE or L.S. number. Plastic caps or plugs are not accepted.
- (2) Found Monuments:
  - a) All "found" monuments shall be fully identified by type, condition (rusted, bent, etc.) lot and block number, tract name and number, place of record, section, township and range, or other proper identification; and if they appear on a previously recorded map, record of survey, County Road Survey, City Tie Sheet, State Highway or other public record, the reference number of the record shall be shown.
  - b) Monuments on major subdivision maps shall be flagged in the field. Inspected, and approved by the City prior acceptance of public improvements.
  - c) All boundary monuments shown on final parcel maps shall be flagged in the field, inspected and approved by the City prior to recordation of final parcel maps.
  - d) All found monuments, to be restored, shall be shown on any and all grading plans for the site and labeled "Preserve Monument until it has been tied for restoration."
  - e) Any City Horizontal Control Network System monuments that are obliterated or disturbed by construction activities shall be replaced following the requirements of Section 2-302.1(8) of this manual.
- (3) Monuments to be Set:
  - a) All monuments to be set by a major subdivision final map shall be set within and flagged in the field within thirty (30) days after completion of public improvement for inspection and acceptance by the City Land Surveyor prior to acceptance of public improvements by the City.
  - b) All monuments to be set by a minor subdivision final parcel map shall be set and flagged in the field for inspection by the City prior to recordation of the final parcel map unless delayed monumentation has been approved and a cash bond to guarantee monumentation has been submitted and approved. If monumentation is delayed, all monuments shall be set and flagged in the field within thirty (30) days after completion of public improvements for City inspection and acceptance prior to acceptance of public improvements.
- (4) All monuments found or set shall be tied into the subdivision by bearing and distance. In case there is a variance between the "record" tie and the

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"measured" tie to a found monument, the record bearing and distance, and related map references shall be shown in parenthesis; for example (S89°51'20"E, 139.75', R. of S. 8006).

- (5) Proper notation shall be made concerning any points reset by ties.
- (6) The subdivider shall be responsible for retaining the services of a registered civil engineer or licensed land surveyor authorized to practice land surveying in California. and shall:
  - a) Replace any monuments or bench marks, as required by this manual or located in making a survey, that is disturbed or destroyed prior to City acceptance of all improvements.
  - b) Reestablish before acceptance of improvements at or near the surface any monument which will be buried during the process of subdivision development.
- (7) The map shall show monuments set at the true corners, angle points and points of curvature around the boundary of the parcel or parcels being surveyed, except where conditions make it physically impossible to monument the true corner; the monuments may be shown as having been set at an offset, in which case the bearing and distance shall be shown between the corner and the monument.
- (8) The City Horizontal Control Network System was established by Record of Survey 14841 and consists of monuments compliant with the requirements of California Public Resources Code 8813. Those monuments are established at ½ mile density in most areas. In some areas the existing density is as much as 1 mile. In areas where the ½ mile density has not yet been achieved, the Engineer of Work shall establish additional Horizontal Control Monuments.
  - a) City Horizontal Control Monuments are to be installed after improvements are complete and shall be placed in publicly accessible locations suitable for GPS observation.
  - b) Accuracy shall be compliant with the requirements of California Public Resources Code 8813 and shall be referenced to California Coordinate System of 1983, Zone 6, Epoch 1991.35.
  - c) Monuments shall be, at a minimum, 1" brass disc set in a permanent major drainage structure (catch basin, curb inlet, etc.).
  - d) The location of existing City Horizontal Control Monuments shall be shown on all Parcel Maps and Final Maps.
  - e) The location of existing City Horizontal Control Monuments shall be shown graphically on all public improvement plan sheets.
- (9) New Horizontal Control Monuments shall be approved by the City Engineer per the following procedure:



- 
- a) Engineer of Work shall submit a diagram of the existing and proposed monuments for review.
  - b) The City Survey Section will review the proposed locations and either approve or suggest alternate locations.
  - c) Upon approval of locations of the new Horizontal Control Monuments, the new monuments will be constructed, field observations made, and the results shall be shown on a Record of Survey.

**2-302.2 Type, Size and Location**

- (1) **Section Corners** - Monuments to be set for standard or closing section. Section corners shall be 2" diameter X 30" long iron pipe with brass disc showing RCE or L.S. number.
- (2) **1/4 and 1/16 Section Corners** - Monuments to be set for quarter and sixteenth section corners shall be 1" diameter x 30" long iron pipe with brass disc showing RCE or L.S. number.
- (3) **Township Corners** - Monuments to be set for township corners shall be 3" diameter x 30" long iron pipe with brass disc showing RCE or L.S. number.
- (4) **Subdivision Boundary** - All angle points, beginning and ending of curves and lines of subdivision boundary shall be monumented with a 2" diameter X 24" long iron pipe with brass disc showing RCE or L.S. number. Intermediate monuments shall be set along the boundary, not more than 1,000 feet apart at a point of intervisibility.
- (5) **Lot Corners** - a) All lot corners that are not on street right-of-way lines shall be monumented with 3/4" diameter X 18" long iron pipe with brass disc or 1/2" x 18" rebar with metal cap showing RCE or L.S. numbers. b) Lot corners along street right-of-way at the projection of the sidelines of individual lots shall be monumented with lead plug and brass disc offset along an extension of the side lot line in the top of curb. The lead must be set in a hole a minimum of 3/4" deep and the disc must be recessed below the surface of the top of curb. c) Points of curvature and angle points along street right-of-way are not required to be monumented. If said points are monumented, they shall be monumented with lead plug and brass disc offset in the top of curb. The lead must be set in a hole a minimum of 3/4" deep and the disc must be recessed below the surface of the curb. Monuments on a curve shall be placed on a radial line; at an angle point, the monument shall be placed at the bisector of the angle.
- (6) **Street Centerline** - All angle points, beginning and ending of curves, street intersections and street/subdivision boundary intersections shall be monumented with a tagged 2" iron pipe in a well as shown on Chula Vista Standard Drawing CVCS15. Monuments for street intersections at a sewer manhole shall be set on a 5.0' offset along the extension of the minor street centerline per CVCS 15.
- (7) In locations where the required monument cannot be set or is impractical to be set, the proposed type size and location of the substitute or reference

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monument shall be approved in writing by the City Engineer or designated staff member Land Surveyor.

- (8) The setting of monuments at the PI (Point of Intersection) instead of at the beginning and ending of curves will be permitted only when the resulting External Secant does not exceed 2.00 feet and the Length of Curve does not exceed 75.00 feet.

**2-302.3 Bench Marks**

**All bench marks and improvement plans shall be referenced to NAVD88 datum.**

- (1) All vertical control for subdivisions shall be referenced to the established City Bench Mark System.

The City Bench Mark System consists of durable monuments established at 1/4 mile density in most areas. In some undeveloped areas the existing density is as much as 1 mile. In areas where the 1/4 mile density has not yet been achieved, the Engineer of Work shall establish additional benchmarks as follows:






- a) New bench marks will be located at street intersections as necessary to achieve the 1/4 mile density.
- b) During construction the Engineer of Work shall establish and maintain a temporary bench mark network for construction staking and inspection needs.
- c) Permanent bench marks are to be installed after improvements are complete.
- d) Accuracy shall be Third Order or better ( $12\text{mm}/\sqrt{k}$  where  $k$ =the distance in Kilometers)
- e) Monuments shall be 1" brass disc set in a permanent major drainage structure (catch basin, curb inlet, etc.). Discs will be furnished by City Survey Group upon request.

The location of permanent bench marks to be installed shall be shown graphically on all public improvement plan sheets.

- (2) New reference bench marks shall be approved by the City Engineer per the following procedure:
- a) Engineer of Work submits a copy of the field survey level notes showing levels taken from established City bench marks to any new reference bench marks.
  - b) The City Survey Group will field check the monuments and review the field notes and calculations of new bench marks.
  - c) Upon approval of the new bench mark, it will be entered in the registry of City Bench Mark System.

(3) Existing and proposed reference bench marks shall be shown on all public improvement plan sheets.

2-302.4 Standard symbols for monuments as shown on the table below shall be used in the legend for all subdivision maps unless otherwise approved by the City Engineer. The length of pipes to be set shall be noted. The labeling on the brass disk shall be noted on the map.

MONUMENT TYPE	SYMBOL	
	FOUND	SET
3" DIAMETER IRON PIPE x 30" LONG		①
2" DIAMETER IRON PIPE x 24" LONG		②
3/4" DIAMETER IRON PIPE x 18" LONG	●	○
2" DIAMETER IRON PIPE WITH DISC SET IN CONCRETE IN MONUMENT WELL, PER CVCS 15	$\pi$	$\rho$
LEAD PLUG & BRASS DISC		
BENCH MARK	(ELEV. _____)  (BM# _____)	

**SURVEY REQUIREMENTS**  
**SECTION 2-303**  
**MONUMENT VERIFICATION**

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2-303 Monument Verification

2-303.1 **Inspection**

- (1) All monuments found or set shall be flagged in the field for inspection and shall be verified by the City prior to acceptance of public improvements or recordation of a final parcel map. Monumentation for phased development shall be verified prior to City acceptance of the improvements and/or issuance of a Final Certificate of Occupancy.
- (2) The Land Surveyor or Civil Engineer signing the map shall notify the City's Land Surveyor or project inspector in writing immediately after new monuments have been set and all monuments have been flagged. Partial inspection requests are encouraged.
- (3) The City's Land Surveyor or a Land Surveyor hired by the City or developer and working under the direct supervision of the City Land Surveyor, shall field check the monumentation and issue a report of findings. The report shall note discrepancies found or corrections needed and indicate whether a certificate of correction or map amendment will be required.
- (4) The Land Surveyor or Civil Engineer signing the map shall replace or repair any monuments as deemed necessary by the City's Land Surveyor and shall prepare a certificate of correction or map amendment as deemed necessary by the City's Land Surveyor.
- (5) All repairs, replacements, map amendments or certificates of correction must be completed prior to acceptance of public improvements (major subdivisions) or recordation of final parcel maps or Certificate of Occupancy.
- (6) In the event of the death, disability, retirement or refusal of the engineer or land surveyor responsible for monument, a substitute engineer or land surveyor shall file an amended map in accordance with the provisions of Sections 66469 to 66472 inclusive of the State Subdivision Map Act and this subdivision manual. Monuments will then be set by the substitute engineer or land surveyor. Monuments may also be set by a substitute surveyor if a certificate of correction is approved by the City Land Surveyor and properly recorded.
- (7) The monumentation bond will be released after acceptance of public improvements (or recordation of a final parcel map) upon written request of the developer or registered civil engineer/land surveyor who set the monuments has requested release and given written notice that payment has been made for those services.

2-303.2 **Certificate of Correction**

(1) Purpose

Certificates of correction are used to amend a recorded subdivision map, recorded parcel map, or record of survey map to correct an error in any course or distance shown therefrom, to correct an error in the description of land which the map

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comprised, or to correct the character and location of survey monuments set per the subject map after said map has recorded. Certificates of correction may also be required by the City's Land Surveyor as part of the monument inspection process. All certificates of correction must be reviewed and approved by the City Engineer prior to recordation.

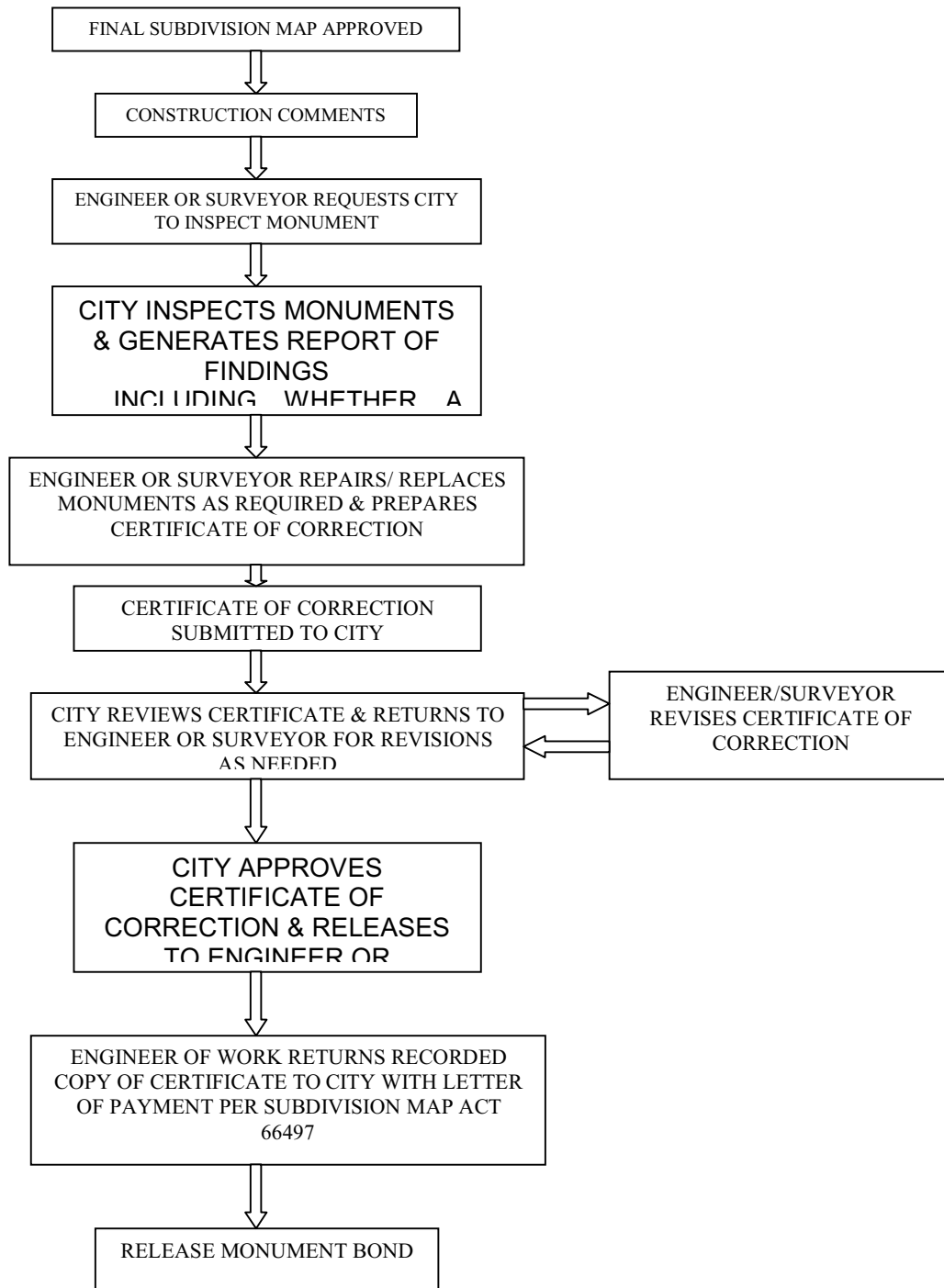
- (2) Form and Content - All certificates of correction shall contain the following information as required by Section 66469 of the Subdivision Map Act.
  - a) Subdivision Maps - Name and tract number of subdivision and recording information and map number.
  - b) A list and description of all changes or corrections to be accomplished by the certificate.
  - c) A statement that the names of all the present fee owners of real property affected by such corrections are as shown on the certificate of correction
  - d) A list of all fee property owners including names, addresses and parcel numbers.
  - e) Certificate signed by the engineer or surveyor stating that the certificate of correction was prepared by or under the direction and control of the engineer or surveyor.
  - f) Certificate signed by the City Engineer stating that the certificate of correction has been examined and that the only changes shown on the certificate of correction are provided for by Section 66469 of the Subdivision Map Act, or Section 8770.5 of the Land Surveyor's Act or any amendments thereto.
  - g) Certificates of correction and all accompanying exhibits shall be submitted on 8-1/2" X 11" (22cm X 28cm) standard bond paper.
  - h) Certificates of correction may be accompanied by a sketch for purposes of clarity.

### 2-303.3 Processing

- (1) Requests for monument inspection and certificates of correction shall be submitted to the City's Land Surveyor for review and approval.
- (2) After approval, certificates of correction will be released to the Civil Engineer or Land Surveyor of work for recordation. The Civil Engineer or land surveyor shall return two conformed copies of the recorded certificate to the City Engineer. One copy shall be maintained by the Subdivision Section and one by the City's Land Surveyor.
- (3) The City's Land Surveyor will note on the map that a certificate of correction has been recorded. The City's Land Surveyor will notify the project inspector that the monumentation is complete. Bonds may be released after the City accepts the improvements.

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2-303.4 MONUMENT INSPECTION FLOW CHART





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2-303.5 Sample Certificate of Correction  
**RECORDING REQUESTED BY:**

**WHEN RECORDED MAIL TO:**

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(SPACE ABOVE THIS LINE FOR RECORDER'S USE)

**CERTIFICATE OF CORRECTION**

(Pursuant to Chapter 3, Article 7, of the Subdivision Map Act or Section 8770.5 of the Land Surveyor's Act as they may be amended)

NOTICE IS GIVEN that I hereby certify that (Map or Parcel Map) No. \_\_\_\_\_, in the City of Chula Vista, County of San Diego, State of California, filed in the office of the County Recorder of said County on \_\_\_\_\_, is in error in that the character and/or location of the following survey monuments are in error and are corrected as follows in accordance with Section 8770.5 of the Land Surveyor's Act or Section 66469 of the Subdivision Map Act as follows:

**LIST OF CORRECTIONS**

(LIST ALL CORRECTIONS NECESSARY)

I certify that the following are the names of all of the present fee owners of real property affected by such corrections:

(LIST ALL FEE PROPERTY OWNERS)

**CERTIFICATE OF ENGINEER OR SURVEYOR**

I further certify that the above Certificate of Correction was prepared by or under the direction and control of the undersigned registered civil engineer, or licensed land surveyor.

(LEAVE ROOM FOR ENGINEER  
OR LAND SURVEYOR'S STAMP)

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(NAME & LICENSE NUMBER)

I, Land Surveyor for the City of Chula Vista, State of California, certify that I have examined the foregoing Certificate of correction and find that the only changes shown hereon are changes provided for by Section 66469 of the Subdivision Map Act, or Section 8770.5 of the Land Surveyor's Act or any amendments thereto.

(NAME) {See Section 5-300)

LAND SURVEYOR

(LEAVE  
ROOM FOR CITY ENGINEER

OR LAND SURVEYOR'S STAMP)

CITY OF CHULA VISTA

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DATE: \_\_\_\_\_

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**2-303.6 MONUMENT INSPECTION CHECKLIST  
CITY OF CHULA VISTA**

<p align="center"><b>FOR OFFICE USE ONLY</b></p> <p><b>FILE:</b> _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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**MAP TITLE** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

**MAP NO.:** \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

\_\_\_\_\_ &  
Address \_\_\_\_\_

Engineer/Surveyor: \_\_\_\_\_

PHONE: \_\_\_\_\_

(References are to the City of Chula Vista Subdivision Manual)

ITEM		CHECK	REMARKS
2-303.3      SUBMITTAL PACKAGE – Monument Inspection Request			
A.	Monument Check Deposit	<div>Amount \$ _____ _____</div>	
B.	Blueline copy of map showing set and found monuments		
C.	Written request for monument verification		
SUBMITTAL PACKAGE - Certificate of Correction			
A.	Blueline copy of map showing set and found monuments		
B.	Copy of Land Surveyor's report		
C.	Draft Certificate of Correction		
D.	List of affected property owners		
E.	Copy of notification letter to be sent to property owners		

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**SECTION 2: SUBDIVISION MAPS**

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ITEM	CHECK	REMARKS
<b>2-302 Monument Criteria</b>		
A. Monuments of type and character indicated on map are set at location indicated on map		
B. Found monuments of type and character indicated on map are at location indicated on map.		
C. Subdivision Boundary monumented with 2" x 24" iron pipe with brass disc showing RCE or LS number		
D. Lot corners monumented with ¾" x 18" iron pipe with brass disc or ½" x 18" rebar with metal cap showing RCE or LS number or with lead and brass disc in top of curb at offset indicated on map		
E. Centerline of streets are monumented with City well monument per CVD-TR03		
<b>2-303.2 Certificate of Correction – Form &amp; Content</b>		
A. 8½ " x 11" plain bond		
B. Signed by registered civil engineer licensed to do land surveying or licensed land surveyor		
C. List of fee property owners correct		
D. All corrections to be made shown		
E. Map, Parcel Map, or Record of Survey Number & recording information		
<b>Processing</b>		
A. Certificate approved by City Land Surveyor		
B. Certificate released for recordation		
C. Conformed copy of certificate received with letter of payment per SMA 66497		
D. Certificate recording information added to City's mylar copy of map.		

**SECTION 2-400  
ADJUSTMENT PLATS**

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2-400 ADJUSTMENT PLATS

Adjustment plats are used to adjust, modify or eliminate lot lines and boundaries of legal lots that have been created by a recorded subdivision map or by a grant deed recorded prior to March 4, 1972.

Adjustment plats are not recorded maps. The changes affected by an adjustment plat are reflected in new grant deeds for the affected properties. The changes affected by an adjustment plat are not considered legal changes until the new grant deeds are recorded.

The City will issue a certificate of compliance in conjunction with approval of an adjustment plat if so requested by the applicant. All other requests for certificates of compliance will be processed per Section 2-500 of this manual.

All adjustment plats and lot consolidation adjustment plats shall be prepared by a licensed Land Surveyor or a Registered Civil Engineer.

**2-401 Purpose**

Adjustment plats may be used to adjust lot boundaries or consolidate existing lots under the following provisions:

2-401.1 **Lot line adjustment plats;** may be approved provided the Director of Planning and the City Engineer determine that lots lie adjacent to and/or are contiguous with each other and that the adjustment and exchange of property does not:

- (1) Create any new lots.
- (2) Include any lots or parcels created illegally.
- (3) Result in any lots that do not meet applicable zoning regulations.
- (4) Impair any existing access or create a need for access to any adjacent lots or parcels.
- (5) Impair any existing easements or create a need for any new easements serving any adjacent lots or parcels.
- (6) Require substantial alteration of any existing improvements or create a need for any new improvements.

2-401.2 Lot consolidation adjustment plats ;may be approved provided the Director of Planning and the City Engineer determine that the consolidation does not:

- (1) Include any lots or parcels created illegally;
- (2) Result in any lots which do not meet applicable zoning regulations;
- (3) Impair any existing access or create a need for access to any adjacent lots or parcels;
- (4) Impair any existing easements or create a need for any new easements serving any adjacent lots or parcels;

- (5) Require substantial alteration of any existing improvements or create a need for any new improvements.

**2-402 Form and Content**

**2-402.1 General**

- (1) Each plat shall be drawn on a 8-1/2" X 11" (22cm X 28cm) vellum bond or 18" X 24" (46cm X 61cm) mylar (min. 3 mils (0.08mm) thick) or other form as may be approved by the City Engineer. Forms for vellum bond plats are available in the office of the City Engineer upon request.
- (2) The plat shall be drawn to a minimum scale of one inch equals one hundred feet (1" = 100' (1cm=10m)).
- (3) Lettering size - 0.10in (2.5mm) computer; 1/8" (3mm) hand in black drawing ink
- (4) All parcels proposed for adjustment shall be shown, including all contiguous property to be retained by the owner. Property to be retained shall be designated on the plat as a separate parcel.
- (5) All existing lots or parcels shown on final maps, parcel maps or final division plats shall be designated by dotted lines, and said maps shall be identified by map type and number.

**2-402.2 Each plat shall contain the following information:**

- (1) A plat number as issued by Engineering Department.
- (2) North arrow and scale.
- (3) Name, address, telephone number and signature of owner(s).
- (4) Name, address, telephone number and registration or license number of the Civil Engineer or Land Surveyor preparing the plat.
- (5) Location, width and names, if any, of all existing streets and the location, width and purpose of all easements which lie within the boundaries of the subject parcels.
- (6) The names of the owners and the Assessor's Parcel Numbers labeled within or adjacent to the parcels involved.
- (7) Existing boundaries shown as a dashed line.
- (8) The proposed boundaries shown as a solid line.
- (9) Sufficient legal description of the land to define the boundaries of the ownerships involved.
- (10) A vicinity map with north arrow and scale indicated.



- 
- (11) The net area of each proposed lot.
  - (12) The dimensions of each boundary of each proposed lot.
  - (13) The locations of all existing buildings and structures and their uses, the distance between said buildings and structures, and the minimum distance between each building or structure, and the boundary of the proposed lot on which it is located.
  - (14) A statement of the existing and proposed zoning and the proposed use of each lot.

#### 2-403 Procedure

##### 2-403.1 Submittal Requirements

- (1) **First Submittals** are accepted per Section 5-203 of this manual and shall contain the following items:
  - a) Fee for adjustment or consolidation processing as set forth in Section 5-100 of this manual.
  - b) Three copies of the adjustment plat.
  - c) Proof of ownership (Title Report dated within 60 days of submittal)
  - d) Copies of grant deeds, deed restrictions and easements including current grant deeds and deeds recorded prior to March 4, 1972 (if existing lots were not created by a record map).
  - e) Copy of legal description(s) of adjusted lot(s) for new grant deed(s). Applicant shall submit executed deeds for City review prior to recordation.
  - f) Individual traverse calculations, including error of closure, for each lot affected by the adjustment plat.
  - g) Record of Survey plat, if a survey is desired and monuments will be set.
- (2) **Subsequent Submittals** - Subsequent submittals are accepted by appointment with the plan checker and shall include the following:
  - a) Two plain paper (or blue-line) copies of plat;
  - b) Previous City check print;
  - c) Other items as may be required by plan checker or conditions of approval.

##### 2-403.2 Approval

- (1) Conditions for Approval of an Adjustment Plat.

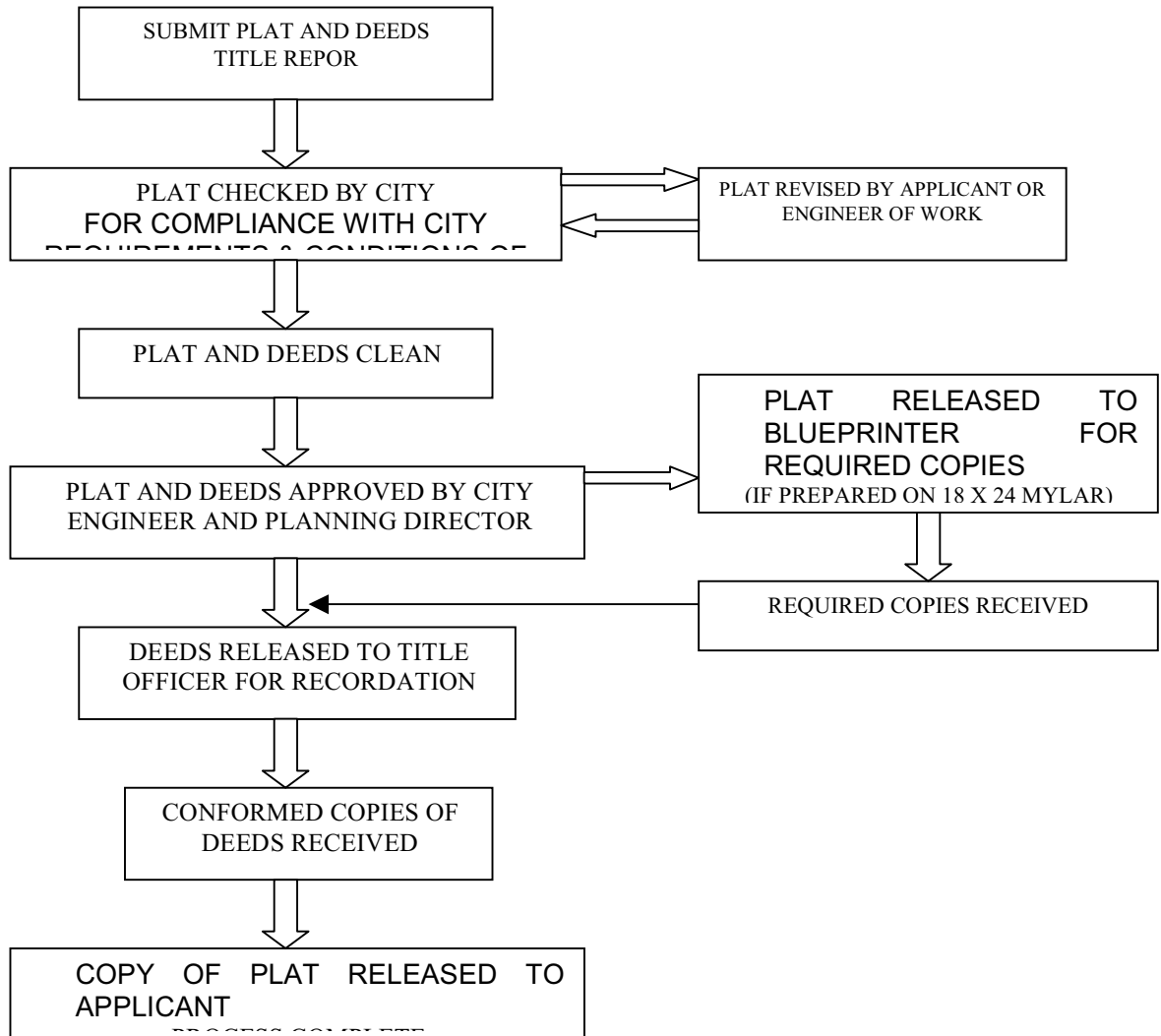
When applicable, the City Engineer may prescribe the following requirements as conditions of approval of adjustment plats:

- a) Relocation of lot lines to provide lots that comply with any applicable zoning regulations and conform to the standards of lot design specified in this manual.
  - b) The provision of safe and adequate access to each lot or parcel within the adjustment plat.
  - c) Adequate relocation of existing utilities, infrastructures or easements.
  - d) Prepayment of real property taxes.
  - e) If one or more of the parcels affected by the lot line adjustment is encumbered by a deed of trust, a mortgage or a special assessment imposed by special district, the instrument shall be amended to reflect the new lot line.
- (2) **Certification.** If the Director of Planning and the City Engineer determine that the adjustment plat meets the conditions of approval, the requirements of this manual, the municipal code, and the State Subdivision Map Act, they shall certify on the adjustment plat that it has been approved.

**2-403.3    Recordation of the Deeds**

- (1) Following approval of the adjustment plat, the applicant must have the necessary deeds recorded in the office of the County Recorder. The City shall release the executed deeds only to the applicant's title officer of record. Upon receipt of a conformed copy of the recorded deeds, the City shall release a copy of the approved adjustment plat to the applicant.
- (2) If the plat has been prepared on 18" X 24" (46cm X 61cm) mylar, the applicant is responsible to provide the City with the following:
  - a) Full-size mylar, minimum 3 mils (.08mm) thick;
  - b) Plain paper copy reduced to 8-1/2" X 11" (22cmX28cm);
  - c) Mylar copy reduced to 8-1/2" X 11"
- (3) Approved plats will be released only to blueprint companies bonded with the City. The copies listed above must be received prior to City's release of the grant deeds for recordation.

2-404 ADJUSTMENT PLAT FLOW CHART



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**2-405 SAMPLE ADJUSTMENT PLAT**

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**2-406 ADJUSTMENT PLAT CHECK  
CITY OF CHULA VISTA**

<b>FOR OFFICE USE ONLY</b> <b>FILE:</b> _____ _____ _____
--

**PLAT TITLE** \_\_\_\_\_

\_\_\_\_\_

**PLAT NO.** \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

&  
Address \_\_\_\_\_

Engineer/Surveyor: \_\_\_\_\_

PHONE: \_\_\_\_\_

(References are to City of Chula Vista Subdivision Manual)

ITEM		CHECK	REMARKS
<b>2-403.1 SUBMITTAL PACKAGE - Plats, Deeds, Statements &amp; Exhibits</b>			
A.	Plan Check Fee	<div>           Amount            \$ _____            _____         </div>	
B.	Plain Paper or Blueline copies		
C.	Current Property Deeds and Title Report		
D.	Pre-1972 Deeds (if required)		
E.	Legal Descriptions for New Deeds		
F.	Executed New Deeds for Review		
G.	Mylar (min. 3 mils. (.08mm) thick)		
H.	Reduced Copies of Plat		
I.	Conformed Copy of New Deeds		
J.	Individual Traverse Calcs for each lot		
K.	Record of Survey Plat, if monuments will be set		
<b>2-401 Adjustment/Consolidation Criteria</b>			
A.	No new lots are created		

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**SECTION 2: SUBDIVISION MAPS**

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ITEM	CHECK	REMARKS
B. Existing Lots/Parcels are legal		
C. All resulting lots meet applicable zoning regulations		
D. Existing access not impaired or new access not required		
E. Substantial alteration of existing improvements or new improvements not required		
<b>2-402 FORM AND CONTENT – General</b>		
A. Legibly drawn on mylar, sepia or other approved media		
B. 8-1/2" x 11" (22cm x 28cm) or 18" x 24" (46cm x 61cm)		
C. Lettering size – 0.10 in. (2.5 mm) computer; 1/8" (3mm) hand in black drawing ink		
D. Scale: 1" = 100' (1cm = 10m) and north arrow		
E. All parcels to be adjusted and contiguous property to be retained by owner shown		
F. Existing lots or parcels shown on final maps or parcel maps designated by dashed line and identified		
G. Plat number		
H. Work Order Number		
I. North arrow and scale		
J. Name, address, telephone number and signature(s) of owner(s)		
K. Name, address, telephone number and registration or license number of Engineer or Surveyor		
L. Location, width and names of all existing streets and location, width and purpose of all easements		
M. Lots/Parcels labeled with names of owners and Assessor's Parcel Numbers		
N. Existing boundaries shown as dashed lines		
O. Proposed boundaries shown as solid lines		
P. Legal description		
Q. Vicinity map with north arrow shown		
R. Net area of each proposed lot shown		
S. Dimensions or each boundary and proposed lot		
T. Locations of all existing buildings and structures and their uses		



**SUBDIVISION MANUAL**  
**SECTION 2: SUBDIVISION MAPS**

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ITEM	CHECK	REMARKS
U. Existing zoning and proposed use of each lot		

**CERTIFICATE OF COMPLIANCE**  
**SECTION 2-500**

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**2-500 CERTIFICATE OF COMPLIANCE**

**2-501 Purpose**

A request for a Certificate of Compliance may be filed, pursuant to the provisions of this section, when a property owner desires certification that a particular property was legally created and conforms to City of Chula Vista Municipal Code and the State Subdivision Map Act requirements. Requests for Certificates of Compliance shall include items as listed in Section 2-503.

The provisions of this section apply to requests for Certificates of Compliance that are not associated with an adjustment plat or financial lot split (see Section 2-400).

**2-502 Form and Content**

**2-502.1 Certificate of Compliance**

A Certificate of Compliance will be approved by the City if it is determined that the parcel(s) is legal and buildable. The Certificate shall include:

- (1) Name and Address of Owner(s)
- (2) Assessor Parcel Number(s)
- (3) Statement certifying compliance with City ordinances and the State Subdivision Map Act.
- (4) The number of parcels for which the Certificate of Compliance is being issued.
- (5) Legal Description labeled Exhibit 'A'
- (6) Plat of subject parcel(s) labeled Exhibit 'B'

**2-502.2 Plat - General**

- (1) The plat for a Certificate of Compliance shall be prepared by applicant's engineer or land surveyor and drawn on a form prescribed by the City Engineer. Such forms are available in the Engineering Department upon request.
- (2) The plat shall be drawn to a minimum scale of one inch equals one hundred feet (1" = 100'(1cm=10m)).
- (3) Lettering size - 0.10in (2.5mm) computer; 1/8" (3mm) hand in black drawing ink

**2-502.3 Each plat shall contain the following information:**

- (1) A plat number as issued by Engineering Department.
- (2) North arrow and scale.
- (3) Name, address, telephone number and signature of owner(s).

- 
- (4) Name, address, telephone number and registration or license number of the Civil Engineer or Land Surveyor preparing the plat.
  - (5) A vicinity map with north arrow and scale indicated.
  - (6) Sufficient legal description of the land to define the boundaries of the ownerships involved.
  - (7) The boundaries to be shown as a solid line, with bearings (directions) and distances labeled along boundaries.
  - (8) The net area of subject parcel(s).
  - (9) The location, width and names, if any, of all existing streets; and the location, width and purpose of all easements which lie within or immediately adjacent to the exterior boundaries of the parcel.
  - (10) All referenced maps shall be fully identified by map type and number.
  - (11) The locations of all existing buildings and structures and their uses, the distance between said buildings and structures, and the distance between each building or structure and the boundary of the lot.
  - (12) A statement of the existing zoning and any proposed zoning.
  - (13) Lots/Parcels shall be labeled with names of owners and Assessor's Parcel Numbers
  - (14) City work order number shall be shown at the lower right corner of plat.

**2-503 Procedure:**

**2-503.1 Submittal**

- (1) First Submittal is accepted per Section 5-203 of this manual and shall contain the following items:
  - a) Fees. - All submittals shall include a fee for processing as set forth in Section 5-100 of this manual.
  - b) Three copies of the Certificate of Compliance plat.
  - c) Legible copies of grant deeds, deed restrictions and easements including current grant deeds and deeds recorded prior to March 4, 1972 (if existing lots were not created by a record map).
  - d) Documentation of recorded access to the subject property unless abutting a public street.
  - e) Plat showing parcel(s) to be certified per Section 2-502 above.

- 
- 1) A revised plat shall be submitted for certification when the City Engineer finds that the number or nature of the changes required for approval are such that they cannot be shown clearly or simply on the original plat.
  - 2) Failure to File Revised Plat. When required to prepare a revised plat, the failure to file said plat within six months from the date of approval or conditional approval of the original plat shall terminate all proceedings.
  - (2) Subsequent submittals are accepted by appointment with the plan checker and shall include:
    - a) Two copies of plat
    - b) City check print of plat
    - c) Additional information as may be requested by the plan checker.

**2-503.2 Approval**

**(1) Certificate of Compliance**

City Staff will prepare a Certificate of Compliance for City Engineer's signature if it is determined that the parcel(s) is legal and buildable. The Certificate package shall include:

- a) Certificate of Compliance (prepared by City Staff)
- b) Legal Description of the parcel(s) (prepared by applicant's Civil Engineer, Land Surveyor, or title officer)
- c) Plat (prepared by applicant's Civil Engineer or Land Surveyor)

**(2) Conditional Certificate of Compliance.**

Whenever applicable, the City Engineer may prescribe the following requirements as conditions of a Conditional Certificate of Compliance:

- a) Relocation of lot lines to provide lots that comply with any applicable zoning regulations, and conform to the standards of lot design specified in this manual.
- b) The provision of safe and adequate access to each lot or parcel within the adjustment plat.
- c) The addition of a distinctive boundary line, clearly labeled, which delineates the limits of any area determined by the City Engineer to be subject to flooding or inundation. The plat shall contain an appropriate note stating said area is subject to flooding or inundation.

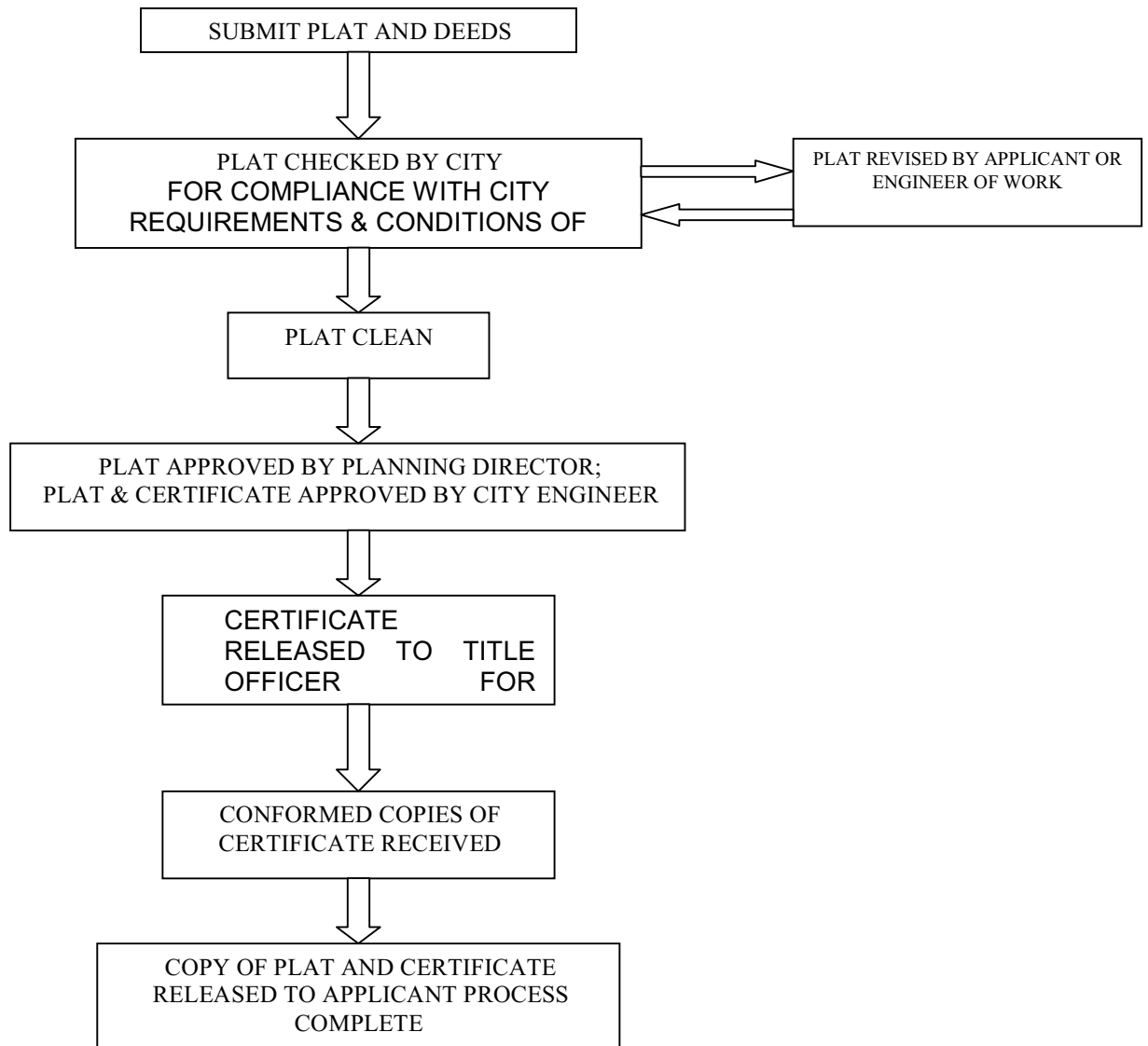
**(3) Any conditions to a Certificate of Compliance shall be enumerated on the certificate to be recorded. A Conditional Certificate of Compliance shall contain the same items listed above for a Certificate of Compliance.**

**2-503.3 Recordation of the Certificate of Compliance**

Certificates of Compliances are in effect only after recordation. The applicant must record the approved Certificate of Compliance package in the office of the San Diego County Recorder. The City will release the approved package only to applicant's title officer of record. Upon receipt of a conformed copy of the recorded certificate, the City shall release a copy of the certificate to the applicant at applicant's request.

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2-504 CERTIFICATE OF COMPLIANCE FLOW CHART



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**SAMPLE CERTIFICATE OF COMPLIANCE & PLAT**

**SAMPLE CERTIFICATE OF COMPLIANCE**

**RECORDING REQUESTED BY:**

**After recording mail to:**  
City of Chula Vista  
Engineering Division, Subdivisions  
276 Fourth Ave.  
Chula Vista, CA. 91910

---

**CERTIFICATE OF COMPLIANCE**

[Section 66499.35(b) of the Subdivision Map Act]

Property Description

See Exhibits "A" attached.

Property Ownership

(LIST OWNERS' NAMES & ADDRESSES)

Certification

The City Engineer has determined that the real property in the Legal Description of Exhibit "A" and shown in Exhibit "B" has been divided or has resulted from a division or combining of lots in compliance with the Subdivision Map Act and with the provisions of the Chula Vista Municipal Code pursuant thereto.

This certificate relates only to issues of compliance or noncompliance with the Subdivision Map Act and local ordinances enacted pursuant thereto. The parcel described herein may be sold, leased, or financed without further compliance with the Subdivision Map Act or any local ordinance enacted pursuant thereto. Development of the parcel may require issuance of a permit or permits, or other grant or grants of approval.

(NAME)  
CITY ENGINEER

BY:

---

(NAME)  
SENIOR CIVIL ENGINEER

---

DATE

---

2-505.2      **SAMPLE CERTIFICATE OF COMPLIANCE PLAT**

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2-506 CERTIFICATE OF COMPLIANCE CHECKLIST  
 CITY OF CHULA VISTA

<b>OFFICE USE ONLY</b> <b>FILE:</b> _____  <b>INITIALS:</b> _____
--

**PLAT TITLE** \_\_\_\_\_

**PLAT NO.:** \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

&  
 Address \_\_\_\_\_

Engineer/Surveyor: \_\_\_\_\_

**PHONE:** \_\_\_\_\_

(References are to the City of Chula Vista Subdivision Manual)

ITEM	CHECK	REMARKS
<b>2-503.1 SUBMITTAL PACKAGE – Plats, Deeds, Statements &amp; Exhibits</b>		
A. Plan Check Fee <div style="display: inline-block; border: 1px solid black; padding: 2px; margin-left: 10px;">                         Amount                          \$ _____                     </div>		
B. Plain paper copies		
C. Current Property Deeds		
D. Pre-1972 Deeds (if appropriate)		
E. Conformed Copies of Certificate		
<b>2-500 Certificate of Compliance Criteria</b>		
A. Existing Lots/Parcels are legal		
B. All lots meet applicable zoning regulations		
C. Existing access not impaired or new access not required		
<b>2-502.2 FORM AND CONTENT – Plat</b>		
A. Legibly drawn on bond, mylar, sepia or other approved media		
B. Lettering size – 0.10 in. (2.5mm) computer; 1/8" (3mm) hand in black drawing ink		
C. Scale: 1: = 100' (1cm = 10m) and north arrow		
D. Plat Number		

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ITEM	CHECK	REMARKS
E. North arrow and scale		
F. Boundaries all parcels shown as solid line		
G. Name, address, telephone number and signature(s) of owner(s)		
H. Name, address, telephone number and registration or license number of engineer or surveyor		
I. Vicinity map with north arrow shown		
J. Legal description		
K. Boundaries shown as solid lines with bearings (directions) and distances labeled		
L. Net area of each parcel shown		
M. Location, width and names of all existing streets and location, width and purpose of all easements		
N. All referenced map fully identified by map type and number		
O. Locations of all existing buildings and structures and their uses		
P. Existing zoning and proposed use of each lot		
Q. Lots/Parcels labeled with names of owners and Assessor's Parcel Numbers		
R. Work Order Number		

**JURATS, CERTIFICATES**  
**SAMPLE BONDS & AGREEMENTS**  
**SECTION 2-600**

2-600 Jurats, Certificates, Sample Bonds, Sample Agreements;

2-601 All Subdivision Maps

2-601.1 Owners' Certificate

(1) General Format

**WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF OR ARE INTERESTED IN THE LAND EMBRACED WITHIN THIS SUBDIVISION, TO BE KNOWN AS CHULA VISTA TRACT NO. \_\_\_\_\_ (CVT) (Subdivision Name) \_\_\_\_\_ AND WE HEREBY CONSENT TO THE PREPARATION AND RECORDATION OF THIS MAP, CONSISTING OF \_\_\_\_\_ SHEETS AND DESCRIBED IN THE CAPTION THEREOF.**

(2) Condominium Projects Add

THIS IS A CONDOMINIUM PROJECT AS DEFINED IN SECTION 1351 OF THE CIVIL CODE OF THE STATE OF CALIFORNIA CONTAINING A MAXIMUM OF \_\_\_\_\_ RESIDENTIAL UNITS AND IS FILED PURSUANT TO THE SUBDIVISION MAP ACT.

(3) Granting Public Streets Add

WE HEREBY DEDICATE FOR PUBLIC USE \_\_\_\_\_ (List Streets And Portions of Streets by Name) ALL AS SHOWN ON THIS MAP WITHIN THIS SUBDIVISION.

(4) Granting An Irrevocable Fee Interest

WE HEREBY OFFER TO DEDICATE AN IRREVOCABLE FEE INTEREST TO THE CITY OF CHULA VISTA, A MUNICIPAL CORPORATION, IN LOTS <list lots> FOR OPEN SPACE AND OTHER PUBLIC PURPOSES AND LOTS <list lots> FOR PUBLIC PARK PURPOSES, ALL AS SHOWN ON THIS MAP WITHIN THIS SUBDIVISION.

*(Note: Separate "Irrevocable Fee Interest" document must be acknowledged by the City Clerk concurrent with the approval of the final map for each Lot irrevocably offered in fee to the City. Said "Irrevocable Offer of Dedication of Fee Interest" must be recorded concurrently with recording of the final map)*

\* See Offers of Dedication – Acceptance and Rejection Table, Section 2-605.4

(5) Granting Street Tree Easement

WE HEREBY GRANT TO THE CITY OF CHULA VISTA, A MUNICIPAL CORPORATION, THE 5.5 FOOT TREE PLANTING AND MAINTENANCE EASEMENT, WITH THE RIGHTS OF INGRESS AND EGRESS FOR THE CONSTRUCTION AND MAINTENANCE OF STREET PLANTING ALONG (List Streets) AS SHOWN ON THIS MAP WITHIN THIS SUBDIVISION.

(6) Granting Storm Drain Easement Add

WE HEREBY GRANT TO THE CITY OF CHULA VISTA, A MUNICIPAL CORPORATION, THE (Width) DRAINAGE EASEMENT WITH THE RIGHTS OF INGRESS AND EGRESS FOR CONSTRUCTION AND MAINTENANCE OF PUBLIC DRAINAGE FACILITIES AS SHOWN ON THIS MAP WITHIN THIS SUBDIVISION

(7) Granting Sewer Easement Add

WE HEREBY GRANT TO THE CITY OF CHULA VISTA, A MUNICIPAL CORPORATION, THE (Width) SEWER EASEMENT WITH THE RIGHTS OF INGRESS AND EGRESS FOR CONSTRUCTION AND MAINTENANCE OF PUBLIC SEWER FACILITIES AS SHOWN ON THIS MAP WITHIN THIS SUBDIVISION

(8) Granting General Access Easement

WE HEREBY GRANT TO THE CITY OF CHULA VISTA, A MUNICIPAL CORPORATION, THE GENERAL ACCESS EASEMENT AS SHOWN ON THIS MAP WITHIN THIS SUBDIVISION.

(9) Reserving Underlying Continued Use (Add after all easements)

RESERVING HOWEVER, TO THE OWNER OF THE FEE UNDERLYING ANY EASEMENTS HEREIN GRANTED THE CONTINUED USE OF THE SURFACE OF SAID REAL PROPERTY, SUBJECT HOWEVER TO THE FOLLOWING CONDITIONS: THE ERECTING OF BUILDINGS, MASONRY WALLS, MASONRY FENCES AND OTHER STRUCTURES; PLANTING OR GROWING OF TREES OR SHRUBS; INSTALLATION OF PRIVATELY OWNED PIPELINES; OR CHANGING THE SURFACE GRADE SHALL BE PROHIBITED UNLESS WRITTEN PERMISSION IS FIRST OBTAINED FROM THE CITY OF CHULA VISTA. (If the street tree planting easement is the only easement, then verbiage related to planting trees or shrubs and installation of privately owned pipelines may be deleted.)

(10) Granting Water Easements. Add certificate or language granting and accepting easement as required by subject water utility.

a) Grant

WE HEREBY GRANT TO THE OTAY MUNICIPAL WATER DISTRICT \_\_\_\_\_  
\_\_\_\_\_ WATER EASEMENT AS SHOWN ON THIS MAP.

b) Acceptance

THIS IS TO CERTIFY THAT THE EASEMENT GRANTED ON THIS MAP TO OTAY WATER DISTRICT, A POLITICAL CORPORATION AND/OR GOVERNMENTAL AGENCY, IS HEREBY ACCEPTED BY ORDER OF THE BOARD OF DIRECTORS, PURSUANT TO THE AUTHORITY CONFERRED BY RESOLUTION NO. 1829, ADOPTED FEBRUARY 23, 1981, AND THE GRANTEE CONSENTS TO THE RECORDATION THEREOF BY ITS DULY AUTHORIZED OFFICER.

OTAY WATER DISTRICT

---

(Name) GENERAL MANAGER

---

2-601.2 Signature Omission Statement

THE SIGNATURES OF THE FOLLOWING PARTIES HAVE BEEN OMITTED UNDER THE PROVISIONS OF SECTION 66436, SUBSECTION (a) (3) (A) (i) OF THE SUBDIVISION MAP ACT, THEIR INTEREST IS SUCH THAT IT CANNOT RIPEN INTO A FEE TITLE AND SAID SIGNATURES ARE NOT REQUIRED BY THE GOVERNING BODY: (List Holder and Recording Information for Each Easement)

2-601.3 Assessment District Certificate

A. I AM THE CLERK OF THE LEGISLATIVE BODY OF THE CITY OF CHULA VISTA, WHICH CREATED THAT CERTAIN SPECIAL ASSESSMENT DISTRICT KNOWN AND DESIGNATED AS ASSESSMENT DISTRICT NO \_\_\_\_\_ (List Assessment Districts Separately)

B. THE LAND WHICH IS TO BE SUBDIVIDED UPON THE RECORDATION OF THE WITHIN MAP IS SUBJECT TO A SPECIAL ASSESSMENT FOR PAYMENT OF A BOND OF SAID ASSESSMENT DISTRICT, WHICH ASSESSMENT HAS NOT BEEN PAID IN FULL OR SECURED PURSUANT TO GOVERNMENT CODE SECTION 66493(c).

C. SAID LEGISLATIVE BODY HAS DETERMINED THAT PROVISION HAS BEEN MADE FOR THE SEGREGATION OF RESPONSIBILITY OF EACH OF THE PROPOSED NEW PARCELS OR A PORTION OF THE ASSESSMENT PAYMENT OBLIGATION IN THE MANNER PROVIDED IN THE STATUTES PURSUANT TO WHICH THE ASSESSMENTS WERE LEVIED OR TO WHICH THE BONDS WERE SECURED.

\_\_\_\_\_  
DATE \_\_\_\_\_  
NAME, (See Section 5-300) CLERK OF THE LEGISLATIVE BODY OF THE CITY OF CHULA VISTA, STATE OF CALIFORNIA

2-601.4 Abandonment of Public Easement Certificate

A. I AM THE CLERK OF THE LEGISLATIVE BODY OF THE CITY OF CHULA VISTA, HOLDER OF THAT CERTAIN EASEMENT FOR (Purpose & Details of Easement) FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN DIEGO COUNTY ON \_\_\_\_\_, AS FILE NO. \_\_\_\_\_.

B. SAID EASEMENT(S) ARE UPON, OVER AND ACROSS LAND WHICH IS TO BE MERGED AND RE-SUBDIVIDED UPON THE RECORDATION OF THE WITHIN MAP AND MAY BE ABANDONED.

C. SAID LEGISLATIVE BODY HAS DETERMINED THAT SAID EASEMENT IS NO LONGER NECESSARY FOR THE PURPOSES STATED AND HEREBY CERTIFIES ABANDONMENT OF SAID EASEMENT PURSUANT TO THE SUBDIVISION MAP ACT SECTION 66499.20½ .

\_\_\_\_\_  
NAME, (See Section 5-300) CLERK OF THE LEGISLATIVE BODY OF THE CITY OF CHULA VISTA, CALIFORNIA



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2-601.5 County Board of Supervisors Certificate; (as below or as required by the County Board of Supervisors)

I, *NAME*, (See Section 5-300), CLERK OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SAN DIEGO, HEREBY CERTIFY THAT THE PROVISIONS OF THE SUBDIVISION MAP ACT (DIVISION 2 OF TITLE 7 OF GOVERNMENT CODE) REGARDING (A) DEPOSITS FOR TAXES AND (B) CERTIFICATION OF THE ABSENCE OF LIENS FOR UNPAID STATE, COUNTY, MUNICIPAL OR LOCAL TAXES OR SPECIAL ASSESSMENTS COLLECTED AS TAXES, EXCEPT THOSE NOT YET PAYABLE, HAVE BEEN COMPLIED WITH.

*NAME*, (See Section 5-300)

BY: \_\_\_\_\_  
\_\_\_\_\_  
DATE: \_\_\_\_\_  
DEPUTY

2-601.6 County Recorder's Certificate; (as follows or as required by the County Recorder's Office)

FILE NO. \_\_\_\_\_

I, *NAME*, (See Section 5-300), RECORDER OF THE COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, HEREBY CERTIFY THAT I ACCEPTED FOR RECORDATION THIS MAP FILED AT THE REQUEST OF \_\_\_\_\_ THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 200\_\_\_\_, AT \_\_\_\_\_ O' CLOCK \_\_\_\_M.

*NAME*, (See Section 5-300)  
COUNTY RECORDER

BY: \_\_\_\_\_  
DEPUTY  
FEE: \$8.00 (FIRST SHEET; EACH ADDITIONAL SHEET \$2.00)  
MF: \$1.00

2-601.7 Signature Jurats; (as follows or as required by State of California)

STATE OF CALIFORNIA)  
COUNTY OF SAN DIEGO)

ON \_\_\_\_\_, 200\_\_\_\_, BEFORE ME, \_\_\_\_\_, A NOTARY PUBLIC, PERSONALLY APPEARED \_\_\_\_\_ PERSONALLY KNOWN TO ME (OR PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE) TO BE THE PERSON(S) WHOSE NAME(S) ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO BE THAT THEY EXECUTED THE SAME IN THEIR AUTHORIZED CAPACITIES, AND THAT BY THEIR SIGNATURES ON THE INSTRUMENT, THE PERSONS, OR ENTITY UPON BEHALF OF WHICH THE PERSON ACTED, EXECUTED THE INSTRUMENT.

WITNESS MY HAND:

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SIGNATURE: \_\_\_\_\_

\_\_\_\_\_

PRINT NAME: \_\_\_\_\_

\_\_\_\_\_

A NOTARY PUBLIC IN AND FOR SAID STATE

PRINCIPAL PLACE OF BUSINESS IS COUNTY OF \_\_\_\_\_

\_\_\_\_\_

MY COMMISSION EXPIRES: \_\_\_\_\_

\_\_\_\_\_

---

**2-602 Major Subdivision Maps**

2-602.1 City Clerk's Certificate

(1) General

STATE OF CALIFORNIA)  
COUNTY OF SAN DIEGO)

SS.

I, *NAME*, (See Section 5-300), CITY CLERK OF THE CITY OF CHULA VISTA, CALIFORNIA, HEREBY CERTIFY THAT, BY RESOLUTION NO. \_\_\_\_\_ THE COUNCIL OF SAID CITY HAS APPROVED THIS MAP OF CHULA VISTA TRACT NO. (Tract No. & Subdivision Name) CONSISTING OF \_\_\_\_ SHEETS AND DESCRIBED IN THE CAPTION THEREOF:

(Enter acceptance/rejection text as follows, as necessary)

IN WITNESS THEREOF, SAID COUNCIL HAS CAUSED THESE PRESENTS TO BE EXECUTED BY THE CITY CLERK AND ATTESTED BY ITS SEAL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 200\_\_.

(Leave Minimum 2½ " Square

For City Clerk Seal)

---

*NAME*, (See Section 5-300), CITY CLERK

(2) Acceptance Language

a) For Public Street Dedication, Add:

AND HAS ACCEPTED ON BEHALF OF THE PUBLIC \_\_\_\_\_ (list Street Names)

b) To Dedicate Open Space with 10' Utility Easement Add:

AND HAS ACCEPTED ON BEHALF OF THE CITY OF CHULA VISTA, A MUNICIPAL CORPORATION, LOT \_\_\_\_\_ FOR OPEN SPACE AND OTHER PUBLIC PURPOSES, INCLUDING A 10 FOOT GENERAL UTILITY EASEMENT WITHIN SAID LOT, FOR INSTALLATION AND MAINTENANCE OF PUBLIC UTILITIES, NOTING THAT USE OF SAID EASEMENT BY OTHERS IS SUBJECT TO WRITTEN PERMISSION AND ISSUANCE OF AN ENCROACHMENT PERMIT FROM THE CITY OF CHULA VISTA, ALL AS SHOWN ON THIS MAP WITHIN THIS SUBDIVISION.

c) For Easement Dedication, Add:

AND HAS ACCEPTED ON BEHALF OF THE CITY OF CHULA VISTA, A MUNICIPAL CORPORATION, A (Insert Description of Easement as in Dedication Language) \_\_\_\_\_, RESERVING HOWEVER TO THE OWNER OF THE FEE UNDERLYING ANY EASEMENT HEREIN GRANTED THE CONTINUED USE OF THE SURFACE OF SAID REAL PROPERTY; SUBJECT, HOWEVER TO THE FOLLOWING CONDITIONS: THE ERECTING OF BUILDINGS; MASONRY FENCES AND OTHER STRUCTURES; OR THE PLANTING OR GROWING OF TREES OR SHRUBS; OR CHANGE THE SURFACE GRADE; OR THE INSTALLATION OF PRIVATELY OWNED PIPE LINES SHALL BE PROHIBITED UNLESS WRITTEN PERMISSION

---

IS FIRST OBTAINED FROM THE CITY OF CHULA VISTA, ALL AS SHOWN ON THIS MAP WITHIN THIS SUBDIVISION. (If street tree planting easement is the only easement, then delete verbiage related to planting trees or shrubs and installation of privately owned pipelines)

**EXPIRES:**

NAME, (See Section 5-300), DEPUTY CITY MANAGER

(Leave Minimum 2" Square  
For City Engineer's Seal)

NAME, (See Section 5-300), CITY ENGINEER  
RCE EXP. (See Section 5-300)

DATE \_\_\_\_\_

NAME. (See Section 5-300), CITY PLANNING DIRECTOR

DATE \_\_\_\_\_

APPROVED AS TO FORM:

NAME, (See Section 5-300), CITY ATTORNEY

DATE \_\_\_\_\_

## 2-603 Minor Subdivision Maps;

2-603.1 City Clerk Certificate (Parcel Maps) - Dedication Acceptance/Rejection

THIS IS TO CERTIFY THAT (Dedication/rejection Language See Major Subdivision Maps) ALL AS SHOWN ON THIS MAP WITHIN THIS SUBDIVISION AND CONVEYED HEREON TO THE CITY OF CHULA VISTA, ARE HEREBY ACCEPTED ON BEHALF OF THE CITY COUNCIL PURSUANT TO AUTHORITY CONFERRED BY RESOLUTION 15645 OF THE CHULA VISTA CITY COUNCIL ADOPTED ON JUNE 5, 1990.

---

DATED: \_\_\_\_\_  
\_\_\_\_\_, (Section 5-300), CLERK OF THE  
LEGISLATIVE BODY OF THE CITY OF  
CHULA VISTA, STATE OF CALIFORNIA

2-603.2 City Engineer's Certificate

I HEREBY CERTIFY THAT I HAVE EXAMINED THE ANNEXED MAP AND HAVE FOUND THAT THE SUBDIVISION AS SHOWN IS SUBSTANTIALLY THE SAME AS IT APPEARED ON THE TENTATIVE MAP, IF REQUIRED, AND ANY APPROVED ALTERATIONS THEREOF; THAT ALL THE PROVISIONS OF THE SUBDIVISION MAP ACT OF THE STATE OF CALIFORNIA, AS AMENDED AND ANY LOCAL ORDINANCE OF THE CITY OF CHULA VISTA APPLICABLE AT THE TIME OF THE APPROVAL OF THE TENTATIVE MAP,

IF REQUIRED, HAVE BEEN COMPLIED WITH, AND THAT THIS MAP IS TECHNICALLY CORRECT.

(Leave Min. 2" Square  
For City Engineer's Seal)

\_\_\_\_\_  
NAME, (See Section 5-300), CITY ENGINEER  
DATED \_\_\_\_\_  
RCE \_\_\_\_\_, EXP \_\_\_\_\_ (See Section 5-300)

2-603.3 Engineers/Surveyors Statement

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION (AND WAS COMPILED FROM RECORD DATA) (AND IS BASED UPON A FIELD SURVEY) IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE REQUEST OF (NAME OF PERSON AUTHORIZING MAP) ON (DATE). I HEREBY STATE THAT THIS PARCEL MAP SUBSTANTIALLY CONFORMS TO THE APPROVED OR CONDITIONALLY APPROVED TENTATIVE MAP, IF ANY, AND THAT ALL MONUMENTS ARE OF THE CHARACTER INDICATED AND OCCUPY THE POSITIONS SHOWN, AND SUCH MONUMENTS ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED; ([IF DELAYED MONUMENTS] THAT I WILL SET ALL OTHER MONUMENTS INDICATED BY LEGEND ON THIS MAP WITHIN 30 DAYS AFTER THE COMPLETION OF THE REQUIRED IMPROVEMENTS AND THEIR ACCEPTANCE BY THE CITY OF CHULA VISTA.). (SEE LEGEND NOTES ON SHEET \_\_\_\_).

(Leave Sufficient Space  
For Surveyor's Stamp)

(Signed) \_\_\_\_\_ DATE: \_\_\_\_\_

R.C.E. (or L.S.) No. \_\_\_\_\_ EXPIRES \_\_\_\_\_

2-603.4 Improvement Certificate

THE FOLLOWING IMPROVEMENTS AS REQUIRED BY THE NOTICE OF APPROVAL OF THE TENTATIVE PARCEL MAP SHALL BE GUARANTEED PRIOR TO THE ISSUANCE OF ANY BUILDING PERMITS OR OTHER GRANT OF APPROVAL FOR THE DEVELOPMENT OF ANY PARCEL CREATED BY THIS MAP AS NOTED. THE OWNER SHALL BE RESPONSIBLE FOR THE FOLLOWING:

(List Required Improvements Separately)



**Section 2-604 Sample Survey Bond** - Note: For current bond form see: [www.ci.chula-vista.ca.us](http://www.ci.chula-vista.ca.us)

**SURVEY MONUMENT INSTALLATION BOND**

File No.: \_\_\_\_\_  
Bond No.: \_\_\_\_\_  
Premium: \_\_\_\_\_

LET IT BE KNOWN BY THESE PRESENT, that \_\_\_\_\_  
\_\_\_\_\_ as the subdivider (hereinafter  
"Principal"), and \_\_\_\_\_,  
a corporation of the State of \_\_\_\_\_ (hereinafter "Surety"), are held and  
firmly bound unto the City of Chula Vista, a municipal corporation (hereinafter "City"), in the County  
of San Diego, State of California, and to and for the benefit of any and all persons who may suffer  
damage by reason of the breach of the conditions hereof, in the penal sum of \_\_\_\_\_  
\_\_\_\_\_ dollars (\$\_\_\_\_\_) lawful money  
of the United States, to be paid to City.

WHEREAS, Principal is presently engaged in subdividing certain lands to be known  
as \_\_\_\_\_  
\_\_\_\_\_ subdivision in the City of Chula Vista; and,

WHEREAS, Principal and City have entered into a Subdivision Improvement  
Agreement approved by City Council Resolution No. \_\_\_\_\_ (hereinafter  
referred to as "Agreement") whereby Principal agrees to install durable survey monuments for said  
subdivision, which said Agreement, dated \_\_\_\_\_, 20\_\_\_\_\_, and identified as  
project \_\_\_\_\_  
\_\_\_\_\_, is hereby referred to and made a part hereof; and,

WHEREAS, Principal desires to not install durable survey monuments prior to the  
recording of the final map of the subdivision and desires to install same at a later date,

NOW, THEREFORE, the condition of the above obligation is that if Principal shall  
have installed durable monuments of the survey by

\_\_\_\_\_  
(Name of Licensed Civil Engineer or Land Surveyor)

in accordance with the final map of said subdivision, a copy of which said map is hereby made  
and same is incorporated herein as though set forth in full, and according to the ordinances of the

**SUBDIVISION MANUAL**  
**SECTION 2: SUBDIVISION MAPS**

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**Revised 7/1/2002**

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City of Chula Vista in full force and effect at the time of the giving of this bond, on or before the expiration of thirty (30) consecutive days following completion and acceptance of public improvements within said subdivision as specified in said Agreement, then the obligation shall be void, otherwise to be and remain in full force and effect.

IN WITNESS WHEREOF, this instrument has been duly executed by the Principal and Surety above named, on \_\_\_\_\_, 20\_\_\_\_\_.

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\_\_\_\_\_  
Name of Principal (Applicant)  
Company

Name of Surety

By \_\_\_\_\_  
\_\_\_\_\_

By

By \_\_\_\_\_  
\_\_\_\_\_

Address of Surety Company

\_\_\_\_\_  
Bond/Policy No.

State

Zip Code

City

**ABOVE SIGNATORIES MUST BE NOTARIZED**

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APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

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**DEVELOPMENT PROJECT PROCESSING AGREEMENT**

Applicant's Name:

\_\_\_\_\_

Phone: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Project Type:

\_\_\_\_\_

Agreement Date: \_\_\_\_\_ Deposit Amount: \$ \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Deposit Account No.: \_\_\_\_\_ Project Account No.: \_\_\_\_\_

\_\_\_\_\_

This agreement ("Agreement") between the City of Chula Vista, a chartered municipal corporation ("City") and the forenamed applicant for a Development Project ("Applicant"), effective as of the Agreement Date set forth above, is made with reference to the following facts:

WHEREAS, Applicant has made application to City for review of a Tentative Map, Subdivision Map, or a certain type of permit of the type aforereferenced ("Project"), which City has required to be obtained as a condition of permitting Applicant to develop a parcel of property; and,

WHEREAS, City will incur expenses in order to process said Project through the various departments and before the various boards and commissions of the City ("Processing Services"); and,

WHEREAS, the purpose of this Agreement is to reimburse City for all expenses it will incur in connection with providing the Processing Services;

NOW THEREFORE, the parties do hereby agree, in exchange for the mutual promises herein contained, as follows:

I. **Applicant's Duty to Pay:** Applicant shall pay all of City's expenses incurred in providing Processing Services related to Applicant's Project, including all of City's direct and overhead costs related thereto. This duty of Applicant shall be referred to herein as "Applicant's Duty to Pay".

A. **Applicant's Deposit Duty:** As partial performance of Applicant's Duty to Pay, Applicant shall deposit the amount aforereferenced ("Deposit").

1. City shall charge its lawful expenses incurred in providing Processing Services against Applicant's Deposit. If, after the conclusion of processing Applicant's Project, and portion of the Deposit remains, City shall return said balance to Applicant without interest thereon. If, during the processing of Applicant's Project, the amount of the deposit becomes exhausted, or is imminently likely to become exhausted in the opinion of the City, upon notice of same by City, Applicant shall forthwith provide such additional deposit as City shall calculate as reasonably necessary to continue to provide Processing Services. The duty of Applicant to initially deposit and to supplement said deposit as herein required shall be known as "Applicant's Deposit Duty".

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II. **City's Duty:** City shall, upon the condition that Applicant is not in breach of Applicant's Duty to Pay or Applicant's Deposit Duty, use good faith to provide Processing Services in relation to Applicant's Project application.

- A. City shall have no liability hereunder to Applicant for the failure to process Applicant's Project application, or for failure to process Applicant's Project within the time frame requested by Applicant or estimated by City.
- B. By execution of this Agreement, Applicant shall have no right to the Project for which Applicant has applied. City shall use its discretion in evaluating Applicant's Project application without regard to Applicant's promise to pay for the Processing Services, or the execution of the Agreement.

III. **Remedies:**

- A. Suspension of Processing: In addition to all other rights and remedies which City shall otherwise have at law or equity, City has the right to suspend and/or withhold the processing of the Project which is the subject matter of this Agreement, as well as the Project which may be the subject matter of any other Project which Applicant has before the City.
- B. Civil Collection: In addition to all other rights and remedies which City shall otherwise have at law or equity, City has the right to collect all sums which are or may become due hereunder by civil action, and upon instituting litigation to collect same, the prevailing party shall be entitled to reasonable attorney's fees and costs.

IV. **Miscellaneous**

- A. Notices: All notices, demands, or requests provided for or permitted to be given pursuant to this Agreement must be in writing. All notices, demands, and requests to be sent to any party shall be deemed to have been properly given or served if personally served or deposited in the United States mail, addressed to such party, postage prepaid, registered or certified, with return receipt requested, at the addresses identified adjacent to the signatures of the parties represented.
- B. Governing Law/Venue: This Agreement shall be governed by and construed in accordance with the law of the State of California. Any action arising under or relating to this Agreement shall be brought only in the federal state courts located in San Diego County, State of California, and if applicable, the City of Chula Vista, or as close thereto as possible. Venue for this Agreement, and performance hereunder, shall be the City of Chula Vista.
- C. Multiple Signatories: If there are multiple signatories to this Agreement on behalf of Applicant, each of such signatories shall be jointly and severally liable for the performance of Applicant's duties herein set forth.
- D. Signatory Authority: The signatory to this Agreement hereby warrants and represents, that to be the duly designated agent for the Applicant, and has been duly authorized by the Applicant to execute this Agreement on behalf of the Applicant. Signatory shall be personally liable for Applicant's Duty to Pay and Applicant's Deposit Duty in the event of non-authorization to execute this Agreement by the Applicant.
- E. Hold Harmless: Applicant shall defend, indemnify, and hold harmless City, its elected and appointed officers and employees, from and against all claims for damages, liability, cost, and expense (including without limitation, attorney's fees) arising out of processing Applicant's

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Project, except only for those claims arising from the sole negligence or sole willful conduct of the City, its officers, or employees. Applicant's indemnification shall include any and all costs, expenses, attorney's fees, and liability incurred by City, its officers, agents, or employees in defending against such claims, whether the same proceed to judgment or not. Further, Applicant, at its own expense, shall, upon written request by City, defend any such suit or action brought against City, its officers, agents, or employees. Applicant's indemnification of City shall not be limited by any prior or subsequent declaration by Applicant.

- F. Administrative Claims Requirements and Procedures: No suit or arbitration shall be brought arising out of this Agreement against City unless a claim has first been presented in writing and filed with City and acted upon by City in accordance with the procedures set forth in Chapter 1.34 of the Chula Vista Municipal Code, as same may from time to time be amended, the provisions of which are incorporated by this reference as if fully set forth herein, and such policies and procedures used by City in the implementation of same. Upon request by City, Consultant shall meet and confer in good faith with City for the purpose of resolving any dispute over the terms of this Agreement.

NOW, THEREFORE, the parties hereto, having read and understood the terms and conditions of this Agreement, do hereby express their consent to the terms hereof by setting their hand hereto on the date set forth adjacent thereto.

**CITY OF CHULA VISTA  
276 FOURTH AVENUE  
CHULA VISTA, CA 91910**

By: \_\_\_\_\_  
Date: \_\_\_\_\_

**APPLICANT**

By: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Date: \_\_\_\_\_

---

2-605.2      Sample Subdivision Improvement Agreement  
(Prepared by City Attorney)

Recording Requested by:  
CITY CLERK  
When Recorded, Mail to:  
CITY OF CHULA VISTA  
276 Fourth Avenue  
Chula Vista, Ca. 91910

No transfer tax is due as this is a conveyance  
to a public agency of less than a fee interest  
for which no cash consideration has been paid or  
received.

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Declarant

**SUBDIVISION IMPROVEMENT AGREEMENT**

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_, 200\_\_\_\_, by and between THE CITY OF CHULA VISTA, a  
municipal corporation, hereinafter called "City", and

hereinafter called "Subdivider";

**W I T N E S S E T H :**

WHEREAS, Subdivider is about to present to the City Council of the City of Chula Vista for  
approval and recordation, a final subdivision map of a proposed subdivision, to be known as \_\_\_\_\_

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\_\_\_\_\_

pursuant to the provisions of the Subdivision Map Act of the State of California, and in compliance  
with the provisions of Title 18 of the Chula Vista Municipal Code relating to the filing, approval and  
recordation of subdivision map; and,

WHEREAS, the Code provides that before said map is finally approved by the Council of  
the City of Chula Vista, Subdivider must have either installed and completed all of the public  
improvements and/or land development work required by the Code to be installed in subdivisions  
before final maps of subdivisions are approved by the Council for purpose of recording in the  
Office of the County Recorder of San Diego County, or, as an alternative thereto, Subdivider shall  
enter into an agreement with City, secured by an approved improvement security to insure the  
performance of said work pursuant to the requirements of Title 18 of the Chula Vista Municipal  
Code, agreeing to install and complete, free of liens at Subdivider's own expense, all of the public  
improvements and/or land development work required in said subdivision within a definite period  
of time prescribed by said Council, and

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WHEREAS, Subdivider is willing in consideration of the approval and recordation of said map by the Council, to enter into this agreement wherein it is provided that Subdivider will install and complete, at Subdivider's own expense, all the public improvement work required by City in connection with the proposed subdivision and will deliver to City improvement securities as approved by the City Attorney, and

WHEREAS, a tentative map of said subdivision has heretofore been approved, subject to certain requirements and conditions, as contained in Resolution No. \_\_\_\_\_, approved on the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_ ("Tentative Map Resolution"); and

WHEREAS, complete plans and specifications for the construction, installation and completion of said public improvement work have been prepared and submitted to the City Engineer, as shown on Drawings Nos. \_\_\_\_\_, on file in the office of the City Engineer, and

WHEREAS, an estimate of the cost of constructing said public improvements according to said plans and specifications has been submitted and approved by the City in the amount of

NOW, THEREFORE, IT IS MUTUALLY UNDERSTOOD AND AGREED AS FOLLOWS:

1. Subdivider, for itself and his successors in interest, an obligation the burden of which encumbers and runs with the land, agrees to comply with all of the terms, conditions and requirements of the Tentative Map Resolution; to do and perform or cause to be done and performed, at its own expense, without cost to City, in a good and workmanlike manner, under the direction and to the satisfaction and approval of the City Engineer, all of the public improvement and/or land development work required to be done in and adjoining said subdivision ("Improvement Work"); and will furnish the necessary materials therefore, all in strict conformity and in accordance with the plans and specifications, which documents have heretofore been filed in the Office of the City Engineer and by this reference are incorporated herein and made a part hereof.

2. It is expressly understood and agreed that all monuments have been or will be installed within thirty (30) days after the completion and acceptance of the Improvement Work, and that Subdivider has installed or will install temporary street name signs if permanent street name signs have not been installed.

3. It is expressly understood and agreed that Subdivider will cause all necessary materials to be furnished and all Improvement Work required under the provisions of this contract to be done on or before the \_\_\_\_\_ anniversary date of Council approval of the Subdivision Improvement Agreement.

4. It is understood and agreed that Subdivider will perform said Improvement Work as set forth hereinabove, or that portion of said Improvement Work serving any buildings or structures ready for occupancy in said subdivision, prior to the issuance of any certificate of clearance for utility connections for said buildings or structures in said subdivision, and such certificate shall not be issued until the City Engineer has certified in writing the completion of said public improvements or the portion thereof serving said building or structures approved by the City; provided, however, that the improvement security shall not be required to cover the provisions of this paragraph.

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5. It is expressly understood and agreed to by Subdivider that, in the performance of said Improvement Work, Subdivider will conform to and abide by all of the provisions of the ordinances of the City of Chula Vista, and the laws of the State of California applicable to said work.

6. Subdivider further agrees to furnish and deliver to the City of Chula Vista, simultaneously with the execution of this agreement, an approved improvement security from a sufficient surety, whose sufficiency has been approved by the City in the sum of \_\_\_\_\_ which security shall guarantee the faithful performance of this contract by Subdivider and is attached hereto, marked Exhibit "A" and made a part hereof.

7. Subdivider further agrees to furnish and deliver to the City of Chula Vista simultaneously with the execution of this agreement, an approved improvement security from a sufficient surety, whose sufficiency has been approved by the City in the sum of \_\_\_\_\_ to secure the payment of material and labor in connection with the installation of said public improvements, which security is attached hereto, marked Exhibit "B" and made a part hereof and the bond amounts as contained in Exhibit "B", and made a part hereof.

8. Subdivider further agrees to furnish and deliver to the City of Chula Vista, simultaneously with the execution of this agreement, an approved improvement security from a sufficient surety, whose sufficiency has been approved by the City in the sum of \_\_\_\_\_ to secure the installation of monuments, which security is attached hereto, marked Exhibit "C" and made a part hereof.

9. It is further agreed that if the Improvement Work is not completed within the time agreed herein, the sums provided by said improvement securities may be used by City for the completion of the Improvement Work within said subdivision in accordance with such specifications herein contained or referred, or at the option of the City, as are approved by the City Council at the time of engaging the work to be performed. Upon certification of completion by the City Engineer and acceptance of said work by City, and after certification by the Director of Finance that all costs hereof are fully paid, the whole amount, or any part thereof not required for payment thereof, may be released to Subdivider or its successors in interest, pursuant to the terms of the improvement security. Subdivider agrees to pay to the City any difference between the total costs incurred to perform the work, including design and administration of construction (including a reasonable allocation of overhead), and any proceeds from the improvement security.

10. It is also expressly agreed and understood by the parties hereto that in no case will the City of Chula Vista, or any department, board or officer thereof, be liable for any portion of the costs and expenses of the work aforesaid, nor shall any officer, his sureties or bondsmen, be liable for the payment of any sum or sums for said work or any materials furnished therefore, except to the limits established by the approved improvement security in accordance with the requirements of the State Subdivision Map Act and the provisions of Title 18 of the Chula Vista Municipal Code.

11. It is further understood and agreed by Subdivider that any engineering costs (including plan checking, inspection, materials furnished and other incidental expenses) incurred by City in connection with the approval of the Improvement Work plans and installation of Improvement Work hereinabove provided for, and the cost of street signs and street trees as required by City and approved by the City Engineer shall be paid by Subdivider, and that Subdivider shall deposit, prior to recordation of the Final Map, with City a sum of money sufficient to cover said cost.



12. It is understood and agreed that until such time as all Improvement Work is fully completed and accepted by City, Subdivider will be responsible for the care, maintenance of, and any damage to, the streets, alleys, easements, water and sewer lines within the proposed subdivision. It is further understood and agreed that Subdivider shall guarantee all public improvements for a period of one year from date of final acceptance and correct any and all defects or deficiencies arising during said period as a result of the acts or omission of Subdivider, its agents or employees in the performance of this agreement, and that upon acceptance of the work by City, Subdivider shall grant to City, by appropriate conveyance, the public improvements constructed pursuant to this agreement; provided, however, that said acceptance shall not constitute a waiver of defects by City as set forth hereinabove.

13. It is understood and agreed that City, as indemnity, or any officer or employee thereof, shall not be liable for any injury to person or property occasioned by reason of the acts or omissions of Subdivider, its agents or employees, or indemnity, related to this agreement. Subdivider further agrees to protect and hold the City, its officers and employees, harmless from any and all claims, demands, causes of action, liability or loss of any sort, because of or arising out of acts or omissions of Subdivider, its agents or employees, or indemnity, related to this agreement; provided, however, that the approved improvement security shall not be required to cover the provisions of this paragraph. Such indemnification and agreement to hold harmless shall extend to damages to adjacent or downstream properties or the taking of property from owners of such adjacent or downstream properties as a result of the construction of said subdivision and the public improvements as provided herein. It shall also extend to damages resulting from diversion of waters, change in the volume of flow, modification of the velocity of the water, erosion or siltation, or the modification of the point of discharge as the result of the construction and maintenance of drainage systems. The approval of plans providing for any or all of these conditions shall not constitute the assumption by City of any responsibility for such damage or taking, nor shall City, by said approval, be an insurer or surety for the construction of the subdivision pursuant to said approved improvement plans. The provisions of this paragraph shall become effective upon the execution of this agreement and shall remain in full force and effect for ten (10) years following the acceptance by the City of the improvements.

14. Subdivider agrees to defend, indemnify, and hold harmless the City or its agents, officers, and employees from any claim, action, or proceeding against the City or its agents, officers, or employees to attack, set aside, void, or annul, an approval of the City, advisory agency, appeal board, or legislative body concerning a subdivision, which action is brought within the time period provided for in Section 66499.37 of the Government Code of the State of California.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed the day and year first hereinabove set forth.

THE CITY OF CHULA VISTA  
SUBDIVIDER:

\_\_\_\_\_  
Mayor of the City of Chula Vista

ATTEST \_\_\_\_\_

\_\_\_\_\_  
City Clerk

Approved as to form by

---

City Attorney

(Attach Notary Acknowledgment)

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LIST OF EXHIBITS

Exhibit "A" Improvement Security - Faithful Performance  
Form:  
Amount:

Exhibit "B" Improvement Security - Material and Labor:  
Form:  
Amount:

Exhibit "C" Improvement Security - Monuments:  
Form:  
Amount:

Securities approved as to form and amount by

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City Attorney

Improvement Completion Date:

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Sample Supplemental Subdivision Improvement Agreement  
(Prepared by City Attorney)

## RECITALS

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A. This Agreement concerns and affects certain real property located in Chula Vista, California, more particularly described on Exhibit "A" attached hereto and incorporated herein ("Property"). The Property is part of a project commonly known as \_\_\_\_\_  
\_\_\_\_\_. For purposes of this Agreement the term "Project" shall mean "Property".

B. Developer is the owner of the Property.

C. Developer has applied for and the City has approved a Tentative Subdivision Map commonly referred to as \_\_\_\_\_,  
Tract \_\_\_\_\_ ("Tentative Subdivision Map") for the subdivision of the Property.

D. The City has adopted Resolution No. \_\_\_\_\_ ("Resolution") pursuant to which it has approved the Tentative Subdivision Map subject to certain conditions as more particularly described in the Resolution. The description of the conditions in this recital section of this Agreement is intended only to summarize and paraphrase such conditions in the Resolution, and is not intended herein to modify or explain them, and is not intended as a basis for interpreting them.

E. Condition No. \_\_\_ and \_\_\_ of the Resolution requires Developer to...

F. Condition No. \_\_\_ of the Resolution requires Developer to...

G. Condition No. \_\_\_ of the Resolution requires the Developer to...

H. City is willing, on the premises, security, terms and conditions herein contained to approve the final map for which Developer has applied as being in substantial conformance with the Tentative Subdivision Map described in this Agreement.

NOW, THEREFORE, in exchange for the mutual covenants, terms and conditions herein contained, the parties agree as set forth below.

**1. Agreement Applicable to Subsequent Owners.**

1.1 **Agreement Binding Upon Successors.** This Agreement shall be binding upon and inure to the benefit of the successors, assigns and interests of the parties as to any or all of the Property until released by the mutual consent of the parties.

1.2 **Agreement Runs with the Land.** The burden of the covenants contained in this Agreement ("Burden") is for the benefit of the Property and the City, its successors and assigns and any successor in interest thereto. City is deemed the beneficiary of such covenants for and in its own right and for the purposes of protecting the interest of the community and other parties public or private, in whose favor and for whose benefit of such covenants running with the land have been provided without regard to whether City has been, remained or are owners of any particular land or interest therein. If such covenants are breached, the City shall have the right to exercise all rights and remedies and to maintain any actions or suits at law or in equity or other proper proceedings to enforce the curing of such breach to which it or any other beneficiaries of this agreement and the covenants may be entitled.

a. **Developer Release on Guest Builder Assignments.** If Developer assigns any portion of the Project, Developer may have the right to obtain a release of any of Developer's obligations under this Agreement, provided Developer obtains the prior written

consent of the City to such release. Such assignment shall, however, be subject to this Agreement and the Burden of this Agreement shall remain a covenant running with the land. The City shall not withhold its consent to any such request for a release so long as the assignee acknowledges that the Burden of the Agreement runs with the land, assumes the obligations of the Developer under this Agreement, and demonstrates, to the reasonable satisfaction of the City, its ability to perform its obligations under this Agreement as it relates to the portion of the Project which is being acquired by the Assignee.

b. **Partial Release of Developer's Assignees.** If Developer assigns any portion of the Project subject to the Burden of this Agreement, upon request by the Developer or its assignee, the City shall release the assignee of the Burden of this Agreement as to such assigned portion if such portion has complied with the requirements of this Agreement and such partial release will not, in the opinion of the City, jeopardize the likelihood that the remainder of the Burden will not be completed.

2. **Condition No. \_\_\_\_ - (Title of Condition).** In satisfaction of Condition No. \_\_\_\_ of the Resolution, Developer

3. **Condition No. \_\_\_\_ - (Title of Condition).** In satisfaction of Condition No. \_\_\_\_ of the Resolution, Developer

**SEE ATTACHED SCHEDULE 1 FOR COMMON CONDITIONS FOUND  
IN SUBDIVISION MAP APPROVALS**

4. **Satisfaction of Conditions.** City agrees that the execution of this Agreement constitutes satisfaction of Developer's obligation of Conditions \_\_\_\_, \_\_\_\_, \_\_\_\_, \_\_\_\_, of the Resolution.

5. **Recording.** This Agreement, or an abstract hereof prepared by either or both parties, may be recorded by either party.

6. **Miscellaneous.**

6.1 **Notices.** Unless otherwise provided in this Agreement or by law, any and all notices required or permitted by this Agreement or by law to be served on or delivered to either party shall be in writing and shall be deemed duly served, delivered, and received when personally delivered to the party to whom it is directed, or in lieu thereof, when three (3) business days have elapsed following deposit in the U.S. mail, certified or registered mail, return receipt requested, first-class postage prepaid, addressed to the address indicated in this Agreement. A party may change such address for the purpose of this paragraph by giving written notice of such change to the other party. Facsimile transmission shall constitute personal delivery.

CITY OF CHULA VISTA  
276 Fourth Avenue  
Chula Vista, CA. 91910  
Attn: Director of Public Works

Developer:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attn: \_\_\_\_\_  
\_\_\_\_\_

A party may change such address for the purpose of this paragraph by giving written notice of such change to the other party in the manner provided in this paragraph. Facsimile transmission shall constitute personal delivery.

6.2 **Captions.** Captions in this Agreement are inserted for convenience of reference and do not define, describe or limit the scope or intent of this Agreement or any of its terms.

6.3 **Entire Agreement.** This Agreement contains the entire agreement between the parties regarding the subject matter hereof. Any prior oral or written representations, agreements, understandings, and/or statements shall be of no force and effect. This Agreement is not intended to supersede or amend any other agreement between the parties unless expressly noted.

6.4 **Preparation of Agreement.** No inference, assumption or presumption shall be drawn from the fact that a party or his attorney prepared and/or drafted this Agreement. It shall be conclusively presumed that both parties participated equally in the preparation and/or drafting this Agreement.

6.5 **Recitals; Exhibits.** Any recitals set forth above are incorporated by reference into this Agreement.

6.6 **Attorneys' Fees.** If either party commences litigation for the judicial interpretation, reformation, enforcement or rescission hereof, the prevailing party will be entitled to a judgment against the other for an amount equal to reasonable attorney's fees and court costs incurred. The "prevailing party" shall be deemed to be the party who is awarded substantially the relief sought.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first hereinabove set forth.

CITY OF CHULA VISTA  
DEVELOPER:

By:

\_\_\_\_\_  
\_\_\_\_\_  
Mayor [Name]

Attest: \_\_\_\_\_  
\_\_\_\_\_  
[Title]

\_\_\_\_\_  
(See Section 5-300), City Clerk

By:



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Approved as to Form:

\_\_\_\_\_  
[Name]

\_\_\_\_\_  
(See Section 5-300), City Attorney

\_\_\_\_\_  
[Title]

Attach

Notary

Acknowledgment)

EXHIBIT "A"

Property Description

[To Be Attached]

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COMMON CONDITIONS FOUND IN SUBDIVISION MAP APPROVALS

1. **Condition No. \_\_\_ - No Protest of Maintenance District or Assessment District.** In satisfaction of Condition No. \_\_\_ of the Resolution, Developer hereby agrees not to protest the formation of a maintenance district for the maintenance of \_\_\_\_\_ and not to protest the formation of and inclusion of the Property in an assessment district for the maintenance of \_\_\_\_\_. This agreement to not protest the inclusion of these public improvements shall not be deemed a waiver of the right to challenge the amount of any assessment which may be imposed due to the addition of these new improvements and shall not interfere with the right of any person to vote in a secret ballot election.

2. **Condition No. \_\_\_ - No Protest of Formation of Community Facility District.** In satisfaction of Condition No. \_\_\_ of the Resolution, Developer hereby agrees not to protest the formation of and inclusion of the Property in a community facility district to finance \_\_\_\_\_. This agreement to not protest the inclusion of these public improvements shall not be deemed a waiver of the right to challenge the amount of any assessment which may be imposed due to the addition of these new improvements and shall not interfere with the right of any person to vote in a secret ballot election.

3. **Condition No. \_\_\_ - Subdivision Map Indemnity.** In satisfaction of Condition No. \_\_\_ of the Resolution, the Developer agrees that, on the condition that City shall promptly notify the Developer of any claim, action or proceeding and on the further condition that the City fully cooperates in the defense, the Developer shall defend, indemnify, and hold harmless the City, and its agents, officers and employees, from any claim, action or proceeding against the City, or its agents, officers or employees, to attack, set aside, void or annul any approval by the City, including approvals by its Planning Commission, City Council, or any approval by its agents, officers, or employees with regard to this Project.

4. **Condition No. \_\_\_ - Cable Television Easements.** In satisfaction of Condition No. \_\_\_ of the Resolution, the Developer agrees to permit all cable television companies franchised by the City of Chula Vista equal opportunity to place conduit to and provide cable television service for each lot or unit within the Project. Developer further agrees to grant, by license or easement, and for the benefit of, and to be enforceable by, the City of Chula Vista, conditional access to cable television conduit within the properties situated within the Project only to those cable television companies franchised by the City of Chula Vista the condition of such grant being that (a) such access is coordinated with Developer's construction schedule so that it does not delay or impede Developer's construction schedule and does not require the trenches to be reopened to accommodate the placement of such conduits; and (b) any such cable company is and remains in compliance with, and promises to remain in compliance with, the terms and conditions of the franchise and with all other rules, regulations, ordinances and procedures regulating and affecting the operation of cable television companies as same may have been, or may from time to time be, issued by the City of Chula Vista. Developer hereby conveys to the City of Chula Vista the authority to enforce said covenant by such remedies as the City determines appropriate, including revocation of said grant upon a determination by the City of Chula Vista that they have violated the conditions of the grant.

5. **Condition No. \_\_\_ of Resolution No. \_\_\_\_\_ - Erosion and Drainage Indemnity.** In satisfaction of Condition No. \_\_\_ of Resolution No. \_\_\_\_\_, the Developer agrees that, on the condition that City shall promptly notify the Developer of any claim, action or proceeding, Developer shall defend, indemnify, and hold harmless the City, and its agents, officers and employees, from any claim, action, or proceeding against the City, or its agents, officers or

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employees, related to erosion, siltation or increased flow of drainage resulting from the Property. City agrees to reasonably cooperate with Developer in the defense of any such action, claim or proceeding.

6. **Condition No. \_\_\_\_ of Resolution No. \_\_\_\_\_ - Implement previously adopted conditions.** In satisfaction of Condition \_\_\_\_ Developer hereby agrees, unless otherwise conditioned, that Developer shall comply with all unfulfilled conditions of approval of the \_\_\_\_\_ Tentative Map, Tract \_\_\_\_\_ established by Resolution No. \_\_\_\_\_ approved by Council on \_\_\_\_\_ and shall remain in compliance with and implement the terms, conditions and provisions of \_\_\_\_\_.

Section 2-605.4

**CITY OF CHULA VISTA**  
**OFFERS OF DEDICATION – ACCEPTANCE AND REJECTION**

FINAL COPY	OPEN SPACE & PARKS DEDICATION OF FEE INTEREST*	ROADWAY DEDICATIONS
Dedication Language	We hereby Offer to Dedicate an Irrevocable Fee Interest to the City of Chula Vista, a municipal corporation, in Lots <u>&lt;list lots&gt;</u> for Open Space and Other Public Purposes and Lots <u>&lt;list lots&gt;</u> for Public Park Purposes, all as shown on this map within this subdivision.  <i>(Separate instrument also executed)</i>	We hereby dedicate for public use <u>&lt;list street names&gt;</u> , all as shown on this map within this subdivision.
Acceptance Language	. . . and has accepted Lots <u>&lt;list lots&gt;</u> for Open Space and Other Public Purposes and Lots <u>&lt;list lots&gt;</u> for Public Park Purposes, all as shown on this map within this subdivision. . .	. . . and has accepted on behalf of the Public <u>&lt;list street names&gt;</u> .
Rejection Language	. . . and has acknowledged on behalf of the City of Chula Vista the Irrevocable Offer(s) of a Dedication of Fee Interest in Lots <u>&lt;list lots&gt;</u> for Open Space and Other Public Purposes and Lots <u>&lt;list lots&gt;</u> for Public Park Purposes, all as shown on this map within this subdivision, noting that Section 7050 of the Government Code of the State of California provides that such offers of dedication may be accepted at any future time by the City Council.	. . . and has rejected on behalf of the public <u>&lt;list street names&gt;</u> , all as shown on this map within this subdivision, noting that Section 66477.2 of the Subdivision Map Act provides that an offer of dedication shall remain open and subject to future acceptance by the City Council.  <i>[Section (66577.2) provides that the City Council may, by resolution at a later date, rescind its action]</i>
Separate Instrument	See attached “Grant Deed” for acceptance and “Irrevocable Offer of Dedication of Fee Interest” for acknowledgment.  <i>[Separate document executed with final map. City Clerk acknowledges offer under authority to accept deeds or grants to real property per Resolution 15645]</i>	NONE REQUIRED

**SUBDIVISION MANUAL**  
**SECTION 2: SUBDIVISION MAPS**

**Section 2 Page 166**  
**Revised 7/1/2002**

FINAL COPY	OPEN SPACE & PARKS DEDICATION OF FEE INTEREST*	ROADWAY DEDICATIONS
Final Map Title Sheet	The Irrevocable Offer of Dedication recorded [DATE] as File No. [###] offered to the City of Chula Vista, a municipal corporation, in Lots <u>&lt;list lots&gt;</u> for "Open Space and Other Public Purposes" <sup>3</sup> and Lots <u>&lt;list lots&gt;</u> for "Public Park Purposes" <sup>3</sup> , is not shown on this map because it has been terminated, vacated and abandoned pursuant to Section 7050 of the CA Government Code and Section 8335 of the CA Streets and Highways Code.	The Irrevocable Offer of Dedication for "Street Right of Way" <sup>3</sup> purposes recorded [DATE] as File No. [###] offered to the City of Chula Vista, a municipal corporation, for public purpose <u>&lt;list street names&gt;</u> , is not shown on this map because it has been terminated pursuant to Section 66477.2(e) of the Subdivision Map Act of the CA Government Code.
City Clerk's Language	. . . and has terminated, vacated and abandoned the Irrevocable Offer of Dedication recorded [DATE] as File No. [###] offered to the City of Chula Vista, a municipal corporation, in Lots <u>&lt;list lots&gt;</u> for "Open Space and other Public Purposes" <sup>3</sup> and Lots <u>&lt;list lots&gt;</u> for "Public Park Purposes" <sup>3</sup> , pursuant to Section 7050 of the CA Government Code and Section 8335 of the CA Streets and Highways Code.	. . . and has terminated the Irrevocable Offer of Dedication for "Street Right of Way" <sup>3</sup> purposes recorded [DATE] as file No. [###] offered to the City of Chula Vista, a municipal corporation, for public purpose <u>&lt;list street names&gt;</u> , pursuant to Section 66477.2(e) of the Subdivision Map Act of the CA Government Code.
Notes	<ol style="list-style-type: none"> <li>1. Summary vacations shall only be utilized for unaccepted IOD's.</li> <li>2. No separate resolution is needed if the above termination language is noted on a Final Map. If terminated, vacated, and abandoned by separate document, use separate resolution per Section 7050 of the CA Government code and Section 8335 of the CA Streets and Highways Code rather than on a Final Map.</li> <li>3, Description of use should be identical to that listed on the IOD being vacated.</li> </ol>	<ol style="list-style-type: none"> <li>1, No separate resolution is needed if the above termination language is noted on a Final Map.</li> <li>2. If a street has been previously dedicated in fee to the City, then its vacation is accomplished by separate document. Use a separate resolution for summary vacation per Section 8335 of the CA Streets and Highways Code rather than on a Final Map.</li> <li>3. Description of use should be identical to that listed on the IOD being vacated.</li> </ol>